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Unsigned Voter Registration Forms from Secretary of State Branch Offices

Secretary of State Branch offices are now providing detailed information on the branch voter registration application to assist local Clerks. Reasons for unsigned forms are now printed at the bottom of the form with associated checkboxes for use by SOS staff. The checkboxes mirror the notes previously written on the application and should assist Clerks in processing appropriately. The process for each scenario has not changed.

1) Currently registered voter indicates he/she is not a citizen - Secretary of State staff will check the box "*non-citizen previously registered in error*" on the form. Branches have been directed to send these applications to the Bureau of Elections who will send a notice to the Clerk directing them to cancel the record. However, if the application is forwarded to you from the branch, under this scenario:

- Cancel the voter (Change QVF Status to "Cancel - Citizenship").
- Send the voter a notification informing him/her that based on information he/she provided to the Secretary of State's office, their voter registration has been canceled ([sample notification](#)).
- Inform the voter that if this cancellation was made in error, he/she can contact your office.
- Keep the branch form with the Secretary of State notation with the canceled voter's master card for future documentation.

2) Customer indicates he/she no longer wishes to be registered - Secretary of State staff will check the box "*customer no longer wants to be registered*" on the form. Under this scenario:

- Cancel the voter (QVF Status = "Cancel - Voter Requested").
- Send the voter a notification informing him/her that based on their request, their voter registration has been canceled ([sample notification](#)).
- Inform the voter that if this cancellation was made in error, he/she can contact your office.
- Keep the branch form with the Secretary of State notation with the canceled voter's master card for future documentation.

3) Customer leaves the Secretary of State office without signing form - Secretary of State staff will check the box "*customer left without signing*" on the form. Under this scenario:

- If a new/original voter registration application:
 - Reject the application; send the individual a notice informing him/her that the voter registration application did not contain the required signature.
- If updating an existing voter registration record:
 - Accept the voter registration, utilizing the QVF digital signature (if available); if no digital signature is available, change the voter's QVF status to "Verify – Signature."
 - Send the voter a new ID card.

Secretary of State employees are making these notations as directed by Branch Office Administration and the Bureau of Elections. If you receive a form with the box checked but no customer initials, continue to process as requested above. If you receive unsigned forms without a notation as illustrated above or forms with hand-written notes that do not pertain to one of the scenarios identified above, please contact the Bureau of Elections and email copies to elections@michigan.gov.

Secretary of State Ruth Johnson <small>www.michigan.gov/elections</small>		MICHIGAN VOTER REGISTRATION APPLICATION									
SAVE THIS RECEIPT.											
MAIL HISTORY DRIVER 3824 W ST JOE ST LANSING MI 48917		10/01/2013 ANB274096 0071 IMPORTANT NOTICES - TO REGISTER TO VOTE YOU MUST BE: A United States citizen; at least 18 years of age (by election day); and a resident of Michigan and the city or township where you are applying to register to vote. VOTER I.D.: Your application is not valid until accepted by the clerk of the city or township in which you reside. If you do not receive a Voter I.D. card within three weeks, contact your clerk. Save your receipt until you receive your Voter I.D. card. NOTE: If you register to vote, the office where you submit your registration application will remain confidential and will be used only for voter registration purposes. If you do not wish to register to vote, your decision not to register will remain confidential and will be used only for voter registration purposes. Voter Declaration - Read and Sign Below. I certify that: <ul style="list-style-type: none"> - I am a citizen of the United States. - I am a resident of the State of Michigan and will be at least a 30 day resident of my city or township by election day. - I will be at least 18 years of age on election day. - I authorize cancellation of any previous registration. - The information I have provided is true to the best of my knowledge and belief, under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under Federal or State laws. 									
Voter Jurisdiction LANSING Township 10/01/2013 ANB274096 0071		IMPORTANT - SIGN TWO LINES BELOW <div style="background-color: yellow; padding: 5px; border: 1px solid black;"> ARE YOU A UNITED STATES CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO WILL YOU BE 18 YEARS OF AGE ON OR BEFORE ELECTION DAY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THESE QUESTIONS, DO NOT SIGN THIS FORM. </div>									
MAIL HISTORY DRIVER 3824 W ST JOE ST LANSING MI 48917 <small>Mailing address</small>		Signature of Applicant _____ Date <u>10/01/2013 ANB274096 0071</u>									
County INGHAM Driver License / Personal ID Number <u>D 016 575 307 232</u> Sex <u>F</u> DOB <u>03/22/1978</u>		Signature of Applicant _____ Date <u>10/01/2013 ANB274096 0071</u>									
		Phone Number (optional) _____ E-mail Address (optional) _____									
Moving into Michigan from out of state? If you were registered to vote, enter your last address: Registered under the name of: <u>Mail Driver</u> Previous address: <u>123 S Main St.</u> County: <u>Cook</u> City, State, Zip Code: <u>Chicago, IL 60660</u>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th style="width: 80%; text-align: left;">For Secretary of State Office Use Only</th> <th style="width: 20%; text-align: left;">Customer Initials</th> </tr> </thead> <tbody> <tr style="background-color: #f4cccc;"> <td><input type="checkbox"/> Non-citizen previously registered in error</td> <td>_____</td> </tr> <tr style="background-color: #f4cccc;"> <td><input type="checkbox"/> Customer no longer wants to be registered</td> <td>_____</td> </tr> <tr style="background-color: #f4cccc;"> <td><input type="checkbox"/> Customer left without signing</td> <td>_____</td> </tr> </tbody> </table>		For Secretary of State Office Use Only	Customer Initials	<input type="checkbox"/> Non-citizen previously registered in error	_____	<input type="checkbox"/> Customer no longer wants to be registered	_____	<input type="checkbox"/> Customer left without signing	_____
For Secretary of State Office Use Only	Customer Initials										
<input type="checkbox"/> Non-citizen previously registered in error	_____										
<input type="checkbox"/> Customer no longer wants to be registered	_____										
<input type="checkbox"/> Customer left without signing	_____										

ED-74 (7/13) Authority Granted Under Act 116 of 1954

State of Michigan

Voter Registration Application and Michigan Driver License/ Personal Identification Card Address Change Form



1 You can use this form to:

- Register to vote in Michigan.
- Change your name or address on your voter registration.

If you have never voted in Michigan and choose to submit this form by mail, **you must appear in person to vote in the first election in which you wish to participate.** This requirement does not apply if (1) you personally hand deliver this form to your county, city or township clerk's office instead of mailing the form (2) you are 60 years of age or more (3) you are disabled or (4) you are eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act.

2 To register to vote in Michigan you must be:

- A resident of Michigan and the city or township where you are applying to register to vote.
- A citizen of the United States of America.
- At least 18 years of age (by election day).
- Not serving a sentence in jail or prison.

3 Voter registration and driver license address must be the same

Michigan law states that **the same address must be used for voter registration and driver license purposes.** Therefore, if the residence address you provide on this form differs from the address shown on a driver license or personal identification card issued by the State of Michigan, the Secretary of State will automatically change your driver license or personal identification card address to match the residence address entered on this form. If an address change is made, the Secretary of State will mail you an address update sticker for your driver license or personal identification card.

4 Identifying the city or township where you live

Every person residing in Michigan lives in either a city or a township. If you do not know the name of your city or township, please describe your location in the space provided for *if no house or street address*. Providing cross streets/roads and landmarks will help the clerk correctly identify your city or township.

5 Mailing address option provided

If you would prefer to receive mail related to your voter registration or driver license/personal identification card at an address other than your residential address, provide a mailing address where indicated on the form. If you provide a mailing address, it will not appear on your voter I.D. card or driver license/personal identification card.

6 Mail or hand deliver this form to your city or township clerk

If you live within the city limits of one of the cities listed on the reverse side of this sheet, mail or hand deliver the application directly to the clerk of that city. If you do not live within one of the listed cities but you know or can locate the address of your city or township clerk, mail or hand deliver the application directly to that clerk. Otherwise, mail or hand deliver the application to your county clerk. (The addresses of Michigan's 83 county clerks are also listed on the reverse side of this sheet.) The county clerk will forward it to your city or township clerk. Completed applications must be received or postmarked by the close of registration for an election in order to be effective for that election.

Are you registering to vote in Michigan for the first time?

If you have never voted in Michigan and choose to submit this form by mail, you must meet a new identification requirement provided under federal law. To comply with the identification requirement, you must:

- (1) accurately enter your state issued driver license number or personal ID card number where requested on this form.

or

- (2) send one of the following forms of identification when mailing this form to your county, city or township clerk: a COPY of a current and valid photo identification (such as a driver license or personal ID card) or a COPY of a paycheck stub, utility bill, bank statement or a government document which lists your name and address. **DO NOT SEND ORIGINAL DOCUMENTS BY MAIL.**

If you are subject to the identification requirement and do not meet the requirement as explained above, an acceptable form of identification will be requested before you vote in the first election in which you wish to participate.

Note: The identification requirement does **not** apply if (1) you personally hand deliver this form to your county, city or township clerk's office instead of mailing this form (2) you are disabled or (3) you are eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act.

Contact your city or township clerk if you have any questions

Your application is not valid until accepted by the clerk of the city or township in which you reside. If you do not receive a voter I.D. card within three weeks or have any questions, contact your clerk.

State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form

1 answer

Are you a citizen of the United States of America? ☐ Yes ☐ No

Will you be 18 years of age on or before election day? ☐ Yes ☐ No

➤ If you responded **No** to either of these questions, do NOT complete this form.

2 complete application

Last Name First Name Middle Name

Address where you live — house number and street/road Apt. No./Lot No.

City MI Zip Code Telephone *optional*

If you do not have a house or street address, describe location where you live — cross streets or roads, landmarks, etc.

☐ City or ☐ Township where you live County where you live School District *if known*

Mailing Address *if different* ☐ For use on Driver License/Personal ID and Voter Registration ☐ For use on Voter Registration only

Date of Birth ☐ Male ☐ Female

ID Number *check applicable box and provide appropriate number*

☐ I have a state issued driver license or personal ID card # _____ State _____

☐ I do not have a state issued driver license or personal ID card. The last four digits of my Social Security Number are _____

☐ I do not have a state issued driver license, a state issued personal ID card or a Social Security Number.

An ID number will be assigned to you for voter registration purposes.

Are you still registered to vote at your last address? ☐ Yes ☐ No ☐ Don't Know *If "Yes" or "Don't Know" enter previous address*

Previous Street Address ☐ City or ☐ Township of County

State Zip Code Registered under name of *if different than above*

3 read, sign and date

I certify that:

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize cancellation of any previous registration.
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X

Signature of Applicant

Date

X

Signature of Applicant

Date

Sign and date both spaces provided above.

BEFORE MAILING, REMOVE TAPE AND FOLD IN HALF TO SEAL CLOSED.

FULLNAME

FULLADDRESS

POCITY POSTATE ZIPCODE

Name (Last, First, Middle)	Residence Address	Wd/Pct	WARDPct
----------------------------	-------------------	--------	---------

DL No: LICENENUM

MAILADDRESS1

MAILADDRESS2

Birth Date: DOB

MAILADDRESS3

MAILADDRESS4

Reg Date: REGDATE

MAILADDRESS5

Mailing Address

School Pct

SCHOOL

Gender: GI

County: COUNTYNAME

City/Twp: JURISDNAME

I am a citizen of the United States. I am a resident of the State of Michigan and will be at least a 30 day resident of my city or township by election day. I will be 18 years of age by election day. I authorize cancellation of any previous registration. The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under Federal or State laws.

School: S_DISTRICTNAME

Village: V_DISTRICTNAME

Applicant Signature or Mark

Telephone: PHONENUM

Transfer to New Address				Former Name
No.	Street	Date	Wd/Pct	FORMERNAME

Cancel Date	Cause	Note

FULLNAME



DETROIT CITY
2978 W. GRAND BLVD.
DETROIT MI 48202-3069

RETURN SERVICE REQUESTED

VOTER IDENTIFICATION CARD

City/Twp: DETROIT CITY

County: WAYNE

Ward: 06 Precinct: 149 Date: 1/3/2013

Listed below are the various districts in which you reside:

US Congressional: 13

State Senate: 01

State Representative: 004

County Comm: 02

School District: DETROIT PUBLIC SCHOOLS

JANICE WINFREY - CITY CLERK

Polling Location:

BETHEL AME CH HALL

5050 ST. ANTOINE

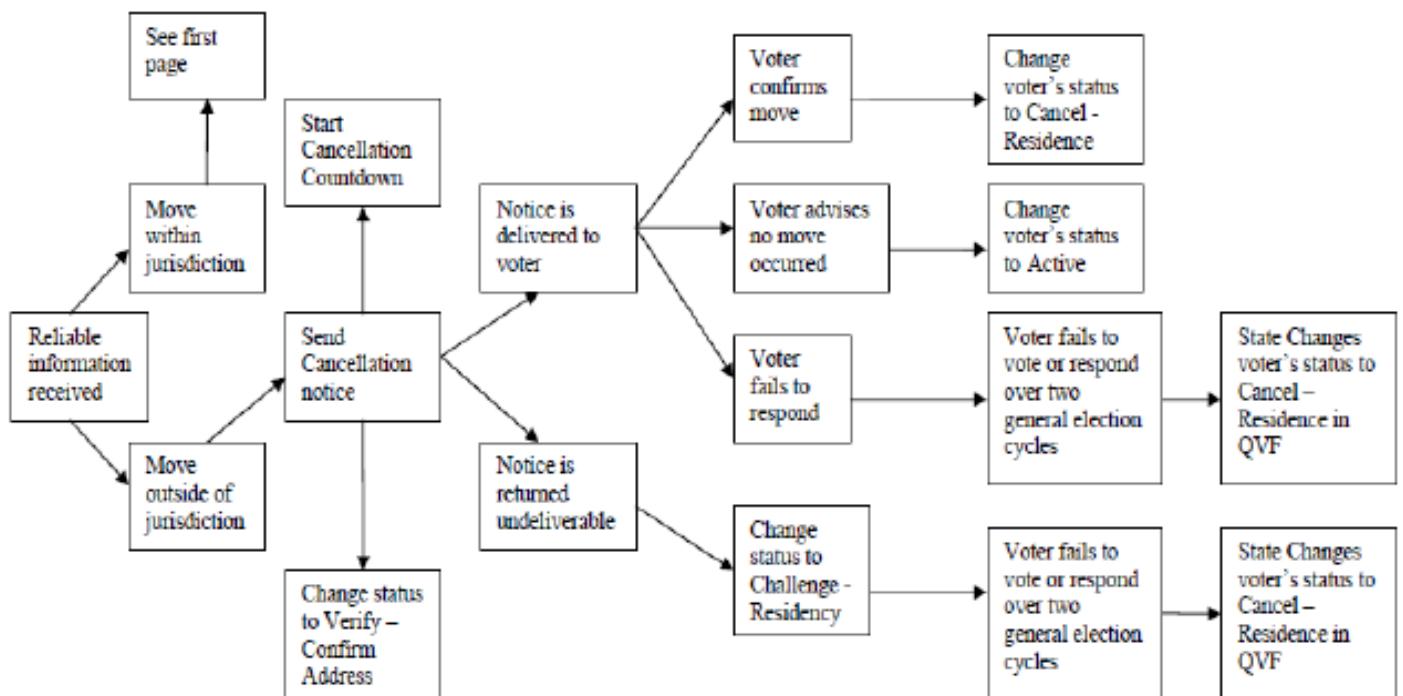
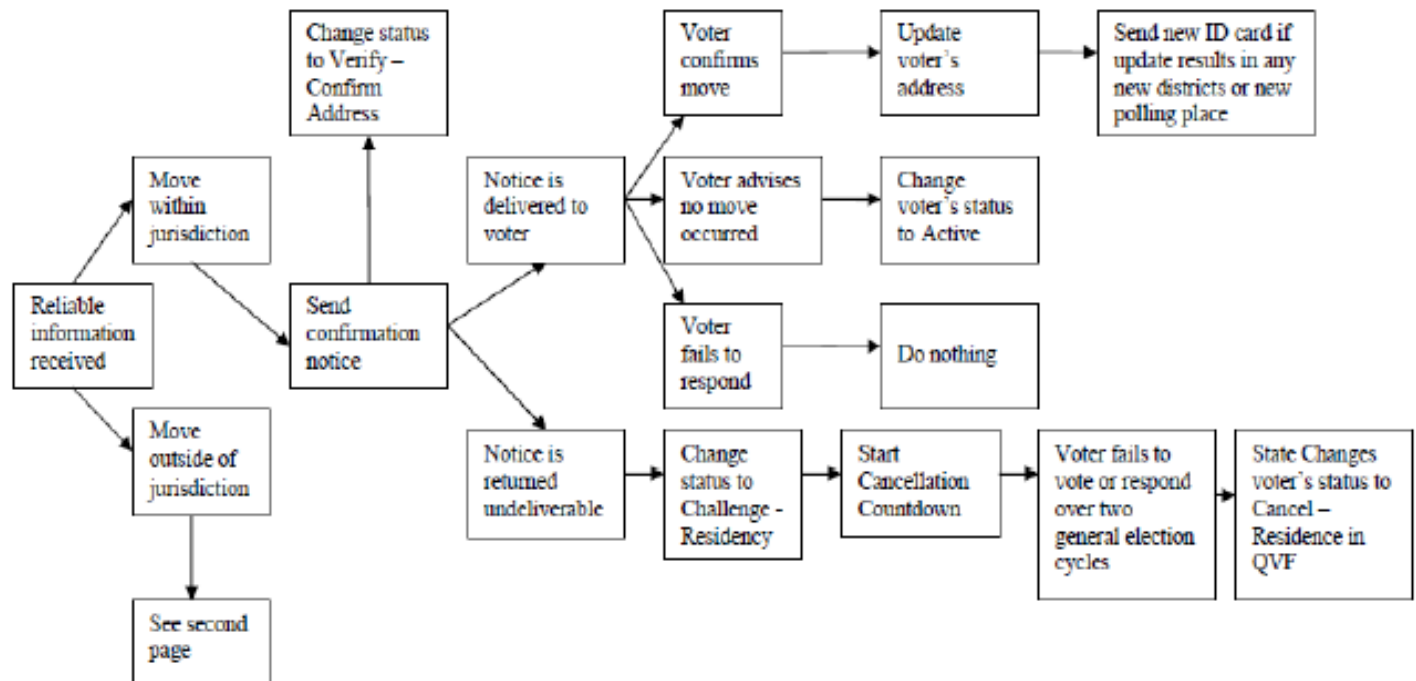
FOLD

Voter Name

Voter Address

Voter City, State Zip

Reliable Information Flow Charts



FROM

NAME OF VOTER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FIRST CLASS MAIL

TO:

OFFICE OF CITY CLERK
CITY OF PORTAGE
7900 SOUTH WESTNEDGE AVE
PORTAGE MI 49002

NOTICE OF REJECTION

THIS IS TO INFORM YOU THAT YOUR VOTER REGISTRATION APPLICATION HAS BEEN
VOIDED FOR THE FOLLOWING REASON(S):

- ☐ It did not contain the information checked below. (Please detach, complete and return the above card if you wish to have your voter registration application reconsidered.)
- ☐ Full Name
☐ Registration Address
☐ Birthdate
- ☐ You did not sign the application.
- ☐ Your voter identification card was returned by the post office as "undeliverable."

If you have any questions or wish to obtain information on how to register to vote, please contact
your local clerk at:

(269) 329-4511

FROM

OFFICE OF CITY CLERK
CITY OF PORTAGE
7900 SOUTH WESTNEDGE AVE
PORTAGE MI 49002

FORWARDING SERVICE REQUESTED

FIRST CLASS MAIL

TO:

NOTICE OF REJECTION RESPONSE CARD

Dear Clerk: Enclosed is the information needed to complete my voter registration application.

Voter Declaration - Read and Sign Below.

I certify that:

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30 day resident of the City of Portage by election day.
- I will be at least 18 years of age by election day.
- I authorize cancellation of any previous registration.
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have produced false information, I may be subject to a fine or imprisonment or both under Federal or State laws.
- I further attest that I am a resident of the City of Portage and that I reside at the address listed below:

My full name is: _____

(Please print)

I currently reside at: _____

(Registration Address)

My Birthdate is ____/____/____ Phone No. ____ (____) ____
(Area Code)

My Driver's License No. is ____/____/____
Michigan Driver License Number or Personal Identification Number

Signature: _____ Date: _____

FORM #324 PRINTING SYSTEMS • (800) 95-12345

FROM:

NOTATIONS ON BRANCH OFFICE VOTER REGISTRATION APPLICATIONS: Secretary of State Branch offices are now providing detailed information on the branch voter registration application to assist local clerks. Reasons for unsigned forms are now printed at the bottom of the form with associated checkboxes for use by SOS staff. The checkboxes mirror the notes previously written on the application and should assist clerks in processing appropriately.

- 1) Currently registered voter indicates he/she is **not** a citizen – Secretary of State staff will check the box **“non-citizen previously registered in error”** on the form. Branches have been directed to send these applications to the Bureau of Elections who will send a notice to the clerk directing them to cancel the record. However, if the application is forwarded to you from the branch, under this scenario:
 - Cancel the voter (Change QVF Status to “Cancel – Citizenship”).
 - Send the voter a notification informing him/her that based on information he/she provided to the Secretary of State’s office, their voter registration has been canceled.
 - Inform the voter that if this cancellation was made in error, he/she can contact your office.
 - Keep the branch form with the Secretary of State notation with the canceled voter’s master card for future documentation.
- 2) Customer indicates he/she no longer wishes to be registered – Secretary of State staff will check the box **“customer no longer wants to be registered”** on the form. Under this scenario:
 - Cancel the voter (Change QVF Status to “Cancel – Voter Requested”).
 - Send the voter a notification informing him/her that based on their request, their voter registration has been canceled.
 - Inform the voter that if this cancellation was made in error, he/she can contact your office.
 - Keep the branch form with the Secretary of State notation with the canceled voter’s master card for future documentation.
- 3) Customer leaves the Secretary of State office without signing the form – Secretary of State staff will check the box **“customer left without signing”** on the form. Under this scenario:
 - If a new/original voter registration application:
 - Reject the application; send the individual a notice informing him/her that the voter registration application did not contain the required signature.
 - If updating an existing voter registration record:
 - Accept the voter registration, utilizing the QVF digital signature (if available); if not digital signature is available, change the voter’s QVF status to “Verify – Signature”
 - Send the voter a new ID card.

TO:

**NOTICE OF CHANGE OF ADDRESS
MOVE MADE WITHIN SAME CITY OR TOWNSHIP**

WE HAVE BEEN ADVISED THAT YOU NO LONGER RESIDE AT THE ADDRESS AT WHICH YOU ARE REGISTERED TO VOTE WITHIN THIS CITY OR TOWNSHIP.

If you have permanently moved to a different address within this city or township, please detach, complete and return the reply card attached to this notice as soon as possible. Your new Voter Identification Card will be forwarded to you once the completed reply card is received. If the reply card is not returned, affirmation of your current address will be required at the polls on election day.

If you have not permanently moved to a different address within this city or township, please detach, complete and return the reply card attached to this notice as soon as possible. If the reply card is not returned, affirmation of your current address will be required at the polls on election day.

Questions? Please call:

FROM:

NAME OF VOTER (PRINT)

ADDRESS

CITY/STATE/ZIP

FIRST CLASS MAIL

REPLY CARD
(Please print)

FULL NAME

_____/_____/_____
DATE OF BIRTH

(_____)_____
PHONE NUMBER

I CURRENTLY RESIDE AT: _____

DATE

SIGNATURE

FROM

FORWARDING SERVICE REQUESTED

FIRST CLASS MAIL

RESPONSE CARD - NOTICE OF CANCELLATION
(Move made to another jurisdiction)

FULL NAME (Print or Type)

DATE OF BIRTH

()

TELEPHONE NUMBER

I CURRENTLY RESIDE AT:

/ / / /
Michigan Driver License Number
or State Issued Personal
Identification Number

X

SIGNATURE

DATE



NOTICE OF CANCELLATION
(Move made to another Jurisdiction)

The voter registration you currently hold in _____
City or Township

may be cancelled as we have been advised that you are no longer a resident of this jurisdiction.

If you have permanently moved to an address outside of this jurisdiction

- Detach, complete and return the postage paid reply card at the bottom to confirm your address as soon as possible.
- Please note that in order to vote, you must register with the clerk of the jurisdiction where you now reside.

If you have not permanently moved to an address outside of this jurisdiction and you wish to remain registered

- Detach, complete and return the postage paid reply card at the bottom to correct our information as soon as possible.
- If the reply card is not returned, you will be asked to confirm your address at the polls on election day.
- If the reply card is not returned and you do not vote by the second November general election following this notice, your voter registration will be cancelled.

QUESTIONS? Contact the clerk whose name appears below.

COMPLETE OPPOSITE SIDE - DETACH AND MAIL BOTTOM PORTION

NAME OF VOTER (Print or Type)

ADDRESS

CITY/STATE/ZIP

NOMINATING PETITION (CITY/TOWNSHIP PARTISAN)

INSTRUCTIONS ON REVERSE SIDE

We, the undersigned, registered and qualified voters of the Township of _____, City _____, _____, and State of Michigan, nominate _____ as a candidate of the _____ Party _____ for the office of _____ (Title of Office) _____ to be voted for at the Primary Election to be held on the _____ day of _____, 20____.

WARNING--A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
				MONTH	DAY	YEAR
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is qualified to circulate this petition and that each signature on the petition was signed in his or her presence; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a qualified registered elector of the City or Township listed in the heading of the petition, and the elector was qualified to sign the petition.

WARNING--A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

CIRCULATOR - DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

(Signature of Circulator) _____ / / (Date)
(Printed Name of Circulator) _____
(City or Township Where Registered) _____
Complete Residence Address (Street and Number or Rural Route) _____ (Zip Code) _____

READ BEFORE CIRCULATING PETITION

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the city or township and county where the petition will be circulated. Indicate whether the jurisdiction listed is a "city" or a "township." Do not list more than one city or township.
- Enter the candidate's complete name and address, the office the candidate seeks and the candidate's political party affiliation. Include the district number of the office if there is one.
- Enter the date of the primary election.

Make sure that all signers properly complete the petition.

- Each signer must be registered to vote in the city or township listed in the heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year.¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter the name of the city or township where you are registered.
- Enter your full address. A rural route number is acceptable. A post office box is not acceptable.
- Enter your Zip Code.²

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

² The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.



NOMINATING PETITION (COUNTYWIDE PARTISAN)

INSTRUCTIONS ON REVERSE SIDE

* The "Countywide" Partisan Petition form may be used by any partisan candidate. Exception: the form may not be used by a partisan candidate who seeks the office of County Commissioner; such candidates must use the "City/Township" Partisan Petition form.

We, the undersigned, registered and qualified voters of the County of _____ and State of Michigan, nominate _____ (Name of Candidate) _____ (Street Address or Rural Route) _____

as a candidate of the _____ (City or Township) _____ Party for the office of _____ (Title of Office) _____ (District, if Any) _____

to be voted for at the Primary Election to be held on the _____ day of _____, 20____.

WARNING-A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

INDICATE CITY OR TOWNSHIP IN WHICH REGISTERED TO VOTE	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING MONTH DAY YEAR
1. CITY OF _____ TOWNSHIP OF _____					
2. CITY OF _____ TOWNSHIP OF _____					
3. CITY OF _____ TOWNSHIP OF _____					
4. CITY OF _____ TOWNSHIP OF _____					
5. CITY OF _____ TOWNSHIP OF _____					
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8. CITY OF _____ TOWNSHIP OF _____					
9. CITY OF _____ TOWNSHIP OF _____					
10. CITY OF _____ TOWNSHIP OF _____					
11. CITY OF _____ TOWNSHIP OF _____					
12. CITY OF _____ TOWNSHIP OF _____					
13. CITY OF _____ TOWNSHIP OF _____					
14. CITY OF _____ TOWNSHIP OF _____					
15. CITY OF _____ TOWNSHIP OF _____					

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is qualified to circulate this petition and that each signature on the petition was signed in his or her presence; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a qualified registered elector of the City or Township indicated preceding the signature, and the elector was qualified to sign the petition.

CIRCULATOR - DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

(Signature of Circulator) _____ (Date) _____

(Printed Name of Circulator)

(City or Township Where Registered)

Complete Residence Address (Street and Number or Rural Route) _____ (Zip Code) _____

WARNING-A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

— READ BEFORE CIRCULATING PETITION —

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the city or township and county where the petition will be circulated. Indicate whether the jurisdiction listed is a "city" or a "township." Do not list more than one city or township.
- Enter the candidate's complete name and address, the office the candidate seeks and the candidate's political party affiliation. Include the district number of the office if there is one.
- Enter the date of the primary election.

Make sure that all signers properly complete the petition.

- Each signer must be registered to vote in the city or township listed in the heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year.¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter the name of the city or township where you are registered.
- Enter your full address. A rural route number is acceptable. A post office box is not acceptable.
- Enter your Zip Code.²

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

² The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.



INSTRUCTIONS ON REVERSE SIDE **NOMINATING PETITION** (VILLAGE NONPARTISAN)

We, the undersigned, registered and qualified voters of the Village of _____, in the County of _____, and State of Michigan, nominate

(Name of Candidate) _____ as a candidate for the office of _____ (City or Township) _____ day of _____, 20____.

to be voted for at the Village Election to be held on the _____ day of _____, 20____.

WARNING--A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
				MONTH	DAY	YEAR
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
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SAMPLE

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is qualified to circulate this petition and that each signature on the petition was signed in his or her presence; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a qualified registered elector of the Village listed in the heading of the petition, and the elector was qualified to sign the petition.

WARNING--A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

Approved by State Director of Elections

CIRCULATOR -- DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

(Signature of Circulator)	/ / (Date)
(Printed Name of Circulator)	
(Village, City or Township Where Registered)	
Complete Residence Address (Street and Number or Rural Route)	(Zip Code)

READ BEFORE CIRCULATING PETITION

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the village and county where the petition will be circulated. Do not list more than one county.
- Enter the candidate's complete name and address and the office the candidate seeks.
- Enter the date of the village election.

Make sure that all signers properly complete the petition.

- Each signer must be registered to vote in the village listed in the heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year.¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter the name of the village, city or township where you are registered.
- Enter your full address. A rural route number is acceptable. A post office box is not acceptable.
- Enter your Zip Code.²

Circulate the petition properly.

- Do not fail to question signers on their registration status.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

² The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.

Approved by State Director of Elections



INSTRUCTIONS ON REVERSE SIDE

NOMINATING PETITION
(CITY/TOWNSHIP NONPARTISAN)

We, the undersigned, registered and qualified voters of the Township of _____, City of _____, _____ and State of Michigan, nominate _____ (Name of Candidate) _____ (City or Township) _____ as a candidate for the office of _____ (Title of Office) _____ to be voted for at the Primary Election to be held on the _____ day of _____, 20____.

WARNING—A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

SIGNATURE	PRINTED NAME (District, if Any)	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING MONTH DAY YEAR
1.				
2.				
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11.				
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15.				

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is qualified to circulate this petition and that each signature on the petition was signed in his or her presence; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a qualified registered elector of the City or Township listed in the heading of the petition, and the elector was qualified to sign the petition.

WARNING—A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

**CIRCULATOR - DO NOT SIGN OR DATE
CERTIFICATE UNTIL AFTER CIRCULATING PETITION.**

(Signature of Circulator) _____ / _____ (Date)
(Printed Name of Circulator) _____
(City or Township Where Registered) _____
Complete Residence Address (Street and Number or Rural Route) _____ (Zip Code) _____

READ BEFORE CIRCULATING PETITION

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the city or township and county where the petition will be circulated. Indicate whether the jurisdiction listed is a "city" or a "township." Do not list more than one city or township.
- Enter the candidate's complete name and address and the office the candidate seeks. Include the district number of the office if there is one. (Additional office information is needed if the candidate seeks a judicial position. See "Important Information for Judicial Candidates" below.)
- Enter the date of the primary election.

Make sure that all signers properly complete the petition.

- Each signer must be registered to vote in the city or township listed in the heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year.¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter the name of the city or township where you are registered.
- Enter your full address. A rural route number is acceptable. A post office box is not acceptable.
- Enter your Zip Code.²

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

² The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.

IMPORTANT INFORMATION FOR JUDICIAL CANDIDATES

Petitions circulated for a judicial office must bear the appropriate designation listed below to indicate the office sought by the candidate.

- Regular Term - Incumbent Position
- Regular Term - Non-Incumbent Position
- Partial Term - Incumbent Position*
- Partial Term - Non-Incumbent Position*
- New Judgeship

*Add expiration date of term if more than one partial term will be filled in judicial district. The terms "vacancy," "partial term" and "unexpired term" are interchangeably used to reference a judicial position which will be filled at an election for less than the full term.

OBTAINING INFORMATION ON APPROPRIATE OFFICE DESIGNATIONS:

Michigan election law stipulates that in instances where a candidate for Court of Appeals Judge, Circuit Court Judge, District Court Judge, Probate Court Judge or Probate District Court Judge seeks election in a district where there is a combination of "new" positions, "incumbent" positions and/or "nonincumbent" positions to fill, the candidate must apply to the Department of State's Bureau of Elections for a "written statement of office designation to correspond to the judgeship sought by the candidate."

Michigan election law further directs the Bureau of Elections to designate a judicial position as an "incumbent" position in any instance where 1.) there is an incumbent judge eligible to seek reelection to the position and 2.) the deadline for filing the Affidavit of Candidacy has not yet elapsed. If the incumbent judge does not file for reelection by the deadline for submitting an Affidavit of Candidacy, Michigan election law directs the Bureau of Elections to 1.) redesignate the position as a "nonincumbent" position and 2.) notify all candidates seeking election in the judicial district that a "nonincumbent" position exists. Michigan election law further stipulates that in such instances, 1.) nominating petition sheets circulated for the "nonincumbent" position subsequent to the Affidavit of Candidacy filing deadline "shall bear an office designation of nonincumbent position" and 2.) signatures collected prior to the Affidavit of Candidacy filing deadline "may be filed with the nonincumbent nominating petitions." The Affidavit of Candidacy filing deadline elapses 134 days prior to the date of the August primary election.

For further information, contact the Michigan Department of State, Bureau of Elections, P.O. Box 20126, Lansing, Michigan 48901-0726. Phone: (517) 373-2540.



NOMINATING PETITION (COUNTYWIDE NONPARTISAN)

INSTRUCTIONS ON REVERSE SIDE

* The "Countywide" Nonpartisan Petition form may be used by any nonpartisan candidate. Exceptions: the form may not be used by a candidate who seeks a school board position, immediate school board position, community college trustee position, library board position or a district library board position.

We, the undersigned, registered and qualified voters of the County of _____ and State of Michigan, nominate _____ (Name of Candidate) _____ (Street Address or Rural Route) _____ (City or Township) _____ (Title of Office) _____ (District) _____ as a candidate for the office of _____ day of _____, 20____.

WARNING--A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

INDICATE CITY OR TOWNSHIP IN WHICH REGISTERED TO VOTE		SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
CITY OF	TOWNSHIP OF					MONTH	DAY	YEAR
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
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10.								
11.								
12.								
13.								
14.								
15.								

CIRCULATOR - DO NOT SIGN OR DATE
CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is qualified to circulate this petition and that each signature on the petition was signed in his or her presence; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a qualified registered elector of the City or Township indicated preceding the signature, and the elector was qualified to sign the petition.

(Signature of Circulator) _____ (Date) _____
(Printed Name of Circulator) _____
(City or Township Where Registered) _____
Complete Residence Address (Street and Number or Rural Route) _____ (Zip Code) _____

WARNING--A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

READ BEFORE CIRCULATING PETITION

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the county where the petition will be circulated. Do not list more than one county.
- Enter the candidate's complete name and address and the office the candidate seeks. Include the district number of the office if there is one. (Additional office information is needed if the candidate seeks a judicial position. See "Important Information for Judicial Candidates" below.)
- Enter the date of the primary election.

Make sure that all signers properly complete the petition.

- Each signer must enter his or her city or township of registration and indicate whether the jurisdiction listed is a "city" or a "township." The city or township entered by the voter must be in the county listed in the sheet's heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year.¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter the name of the city or township where you are registered.
- Enter your full address. A rural route number is acceptable. A post office box is not acceptable.
- Enter your Zip Code.²

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

² The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.

IMPORTANT INFORMATION FOR JUDICIAL CANDIDATES

Petitions circulated for a judicial office must bear the appropriate designation listed below to indicate the office sought by the candidate.

- Regular Term - Incumbent Position
- Regular Term - Non-Incumbent Position
- Partial Term - Incumbent Position*
- Partial Term - Non-Incumbent Position*
- New Judgeship

*Add expiration date of term if more than one partial term will be filled in judicial district. The terms "vacancy," "partial term" and "unexpired term" are interchangeably used to reference a judicial position which will be filled at an election for less than the full term.

OBTAINING INFORMATION ON APPROPRIATE OFFICE DESIGNATIONS:

Michigan election law stipulates that in instances where a candidate for Court of Appeals Judge, Circuit Court Judge, District Court Judge, Probate Court Judge or Probate District Court Judge seeks election in a district where there is a combination of "new" positions, "incumbent" positions and/or "nonincumbent" positions to fill, the candidate must apply to the Department of State's Bureau of Elections for a "written statement of office designation to correspond to the judgeship sought by the candidate."

Michigan election law further directs the Bureau of Elections to designate a judicial position as an "incumbent" position in any instance where 1.) there is an incumbent judge eligible to seek reelection to the position and 2.) the deadline for filing the Affidavit of Candidacy has not yet elapsed. If the incumbent judge does not file for reelection by the deadline for submitting an Affidavit of Candidacy, Michigan election law directs the Bureau of Elections to 1.) redesignate the position as a "nonincumbent" position and 2.) notify all candidates seeking election in the judicial district that a "nonincumbent" position exists. Michigan election law further stipulates that in such instances, 1.) nominating petition sheets circulated for the "nonincumbent" position subsequent to the Affidavit of Candidacy filing deadline "shall bear an office designation of nonincumbent position" and 2.) signatures collected prior to the Affidavit of Candidacy filing deadline "may be filed with the nonincumbent nominating petitions." The Affidavit of Candidacy filing deadline elapses 134 days prior to the date of the August primary election.

For further information, contact the Michigan Department of State, Bureau of Elections, P.O. Box 20126, Lansing, Michigan 48901-0726. Phone: (517) 373-2540.



READ BEFORE CIRCULATING PETITION

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the city or township and county where the petition will be circulated. Indicate whether the jurisdiction listed is a "city" or a "township." Do not list more than one city or township.
- Enter the candidate's complete name and address and the office the candidate seeks. Include the district number of the office if there is one.
- Enter the date of the general election.

Make sure that all signers properly complete the petition.

- Each signer must be registered to vote in the city or township listed in the heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year.¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter the name of the city or township where you are registered.
- Enter your full address. A rural route number is acceptable. A post office box is not acceptable.
- Enter your Zip Code.²

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

² The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.



INSTRUCTIONS ON REVERSE SIDE **QUALIFYING PETITION** **CANDIDATE WITHOUT PARTY AFFILIATION (COUNTYWIDE)**

* The "Countywide" Qualifying Petition form may be used by any candidate without political party affiliation who seeks a partisan office. Exception: the form may not be used by a candidate without political party affiliation who seeks the office of County Commissioner; such candidates must use the "City/Township" Qualifying Petition form.

We, the undersigned, registered and qualified electors of the County of _____ and State of Michigan, nominate _____ (Name of Candidate) _____ (Street Address or Rural Route) _____ as a candidate without party affiliation for the office of _____ (Title of Office) _____ (District, if Any) _____ day of _____ 20____.

WARNING—A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

INDICATE CITY OR TOWNSHIP IN WHICH REGISTERED TO VOTE		SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
CITY OF	TOWNSHIP OF					MONTH	DAY	YEAR
1.								
2.								
3.								
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7.								
8.								
9.								
10.								
11.								
12.								
13.								
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15.								

CIRCULATOR - DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is qualified to circulate this petition and that each signature on the petition was signed in his or her presence; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a qualified registered elector of the City or Township indicated preceding the signature, and the elector was qualified to sign the petition.

WARNING—A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

(Signature of Circulator) _____ / _____ (Date)

(Printed Name of Circulator) _____

(City or Township Where Registered) _____

Complete Residence Address (Street and Number or Rural Route) _____ (Zip Code) _____

READ BEFORE CIRCULATING PETITION

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the county where the petition will be circulated. Do not list more than one county.
- Enter the candidate's complete name and address and the office the candidate seeks. Include the district number of the office if there is one.
- Enter the date of the general election.

Make sure that all signers properly complete the petition.

- Each signer must enter his or her city or township of registration and indicate whether the jurisdiction listed is a "city" or a "township." The city or township entered by the voter must be in the county listed in the sheet's heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year.¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter the name of the city or township where you are registered.
- Enter your full address. A rural route number is acceptable. A post office box is not acceptable.
- Enter your Zip Code.²

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

² The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.



AFFIDAVIT OF IDENTITY AND RECEIPT OF FILING

PLEASE COMPLETE SECTIONS I, II, III AND IV BELOW (Print or Type) – See Reverse Side for Important Notifications

[illegible]

AFFIDAVIT OF IDENTITY

All candidates seeking elective office in Michigan must submit an Affidavit of Identity (two copies) when filing. A candidate who fails to file Affidavits of Identity as required is ineligible to appear on the ballot (MCL 168.558 as amended under PA 163 of 2002).

A. CHANGE OF NAME

Michigan election law, MCL 168.558, stipulates that a candidate who is "not using a name, whether a given name, a surname, or otherwise, that is not a name that he or she was given at birth" must indicate his or her full former name on the Affidavit of Identity. The requirement to indicate a name change on the Affidavit of Identity does *not* apply if:

- The candidate's name was formally changed 10 or more years ago.
- The candidate's name was changed in a Certificate of Naturalization issued by a federal district court 10 or more years ago.
- The candidate's name was changed because of marriage.
- The candidate's name was changed through divorce to a "legal name by which the individual was previously known."

Michigan election law provides that a candidate required to indicate a name change on the Affidavit of Identity must be listed on the ballot "with his or her current name and former name as prescribed by the Secretary of State." (MCL 168.560b)

B. APPEARANCE OF NAME ON BALLOT

Michigan election law provides the following stipulations regarding the manner in which a candidate can have his or her name printed on the ballot:

- A candidate "may specify that both his or her given name and middle name, or only a middle name, shall appear on the ballot."
- A candidate "may specify that either an initial or a recognized diminutive for the candidate's given name or middle name, or for both, shall appear on the ballot."
- A candidate may *not* use a "nickname that is not a recognized diminutive of the candidate's given name or middle name" on the ballot.
- A married person may *not* use his or her spouse's given name, middle name or a diminutive of his or her spouse's given name or middle name on the ballot.
- A candidate may specify a name that constitutes a common law name in accordance with Michigan Department of State Guidelines.

C. MAILING ADDRESS

A candidate who wishes to receive communications from the Michigan Department of State's Bureau of Elections at an address other than his or her residential address should enter a "mailing address" where indicated. (Note: A candidate may list a P.O. Box for his or her "mailing address"; a candidate may *not* list a P.O. Box for his or her residential address.)

If a "mailing address" is listed, it will be shown on the candidate listings prepared and distributed by the Bureau. If a "mailing address" is *not* listed, the candidate's residential address will be shown on the candidate listings prepared and distributed by the Bureau. All candidate listings prepared by the Bureau are posted on the Bureau's website for public access.

D. JUDICIAL CANDIDATES

Place a check in the box before "Incumbent Position" if the candidate is seeking a judicial office for which the incumbent is seeking reelection. Place a check in the box before "Non-Incumbent Position" if the candidate is seeking a judicial office for which the incumbent is *not* seeking reelection. Place a check in the box before "New Judgeship" if the candidate is seeking a newly created judicial seat.

E. CAMPAIGN FINANCE ACT COMPLIANCE STATEMENT

Do not sign or submit this affidavit unless you are able to agree with the facts set forth in the "Campaign Finance Compliance Statement" which appears under Section IV on the reverse side of this form. If you need information on your current compliance status under the Michigan Campaign Finance Act, contact the Michigan Department of State's Bureau of Elections and/or the appropriate county clerks as necessary.

Candidates who are exempt from Michigan's Campaign Finance Act are limited to those individuals who seek 1) the office of U.S. Senator or U.S. Representative in Congress 2) a precinct delegate position and 3) a school board position in a district with a pupil count of 2,400 or less. (School board position exemption does not apply if candidate spends or receives over \$1,000.00 for election.)

For information concerning your campaign finance filing obligations, the following resources are provided:

- Candidates running for a federal position should contact the Federal Election Commission, 999 E Street, NW, Washington, DC 20463. Toll free line: 800.424.9530. Website: www.fec.gov
- Candidates running for a state or judicial position should contact the Michigan Department of State's Bureau of Elections, PO Box 20126, Lansing, Michigan 48901-0726. Phone (517)373-2540. Website: www.michigan.gov/elections
- Candidates running for a local position should contact their local County Clerk's office.

F. WITHDRAWAL OF FILING

Candidates who wish to withdraw a filing submitted for an elective office must submit a written withdrawal statement to their filing official no later than the third day after the applicable filing deadline.

For more information regarding filing for office, visit the Michigan Department of State – Bureau of Elections website at www.michigan.gov/elections and click on Information for Candidates or use the QR code to the right.



PRECINCT DELEGATE AFFIDAVIT OF IDENTITY

Beginning, January 1, 2014, a candidate who seeks a precinct delegate position must file an Affidavit of Identity with his or her county clerk no later than 4:00 p.m. on the thirteenth Tuesday prior to the August primary. (MCL 168.624)

A. CHANGE OF NAME

Michigan election law, MCL 168.558, stipulates that a candidate who is "not using a name, whether a given name, a surname, or otherwise, that is not a name that he or she was given at birth" must indicate his or her full former name on the Affidavit of Identity. The requirement to indicate a name change on the Affidavit of Identity does *not* apply if:

- The candidate's name was formally changed 10 or more years ago.
- The candidate's name was changed in a Certificate of Naturalization issued by a federal district court 10 or more years ago.
- The candidate's name was changed because of marriage.
- The candidate's name was changed through divorce to a "legal name by which the individual was previously known."

Michigan election law provides that a candidate required to indicate a name change on the Affidavit of Identity must be listed on the ballot "with his or her current name and former name as prescribed by the Secretary of State." (MCL 168.560b)

B. APPEARANCE OF NAME ON BALLOT

Michigan election law provides the following stipulations regarding the manner in which a candidate can have his or her name printed on the ballot:

- A candidate "may specify that both his or her given name and middle name, or only a middle name, shall appear on the ballot."
- A candidate "may specify that either an initial or a recognized diminutive for the candidate's given name or middle name, or for both, shall appear on the ballot."
- A candidate may *not* use a "nickname that is not a recognized diminutive of the candidate's given name or middle name" on the ballot.
- A married person may *not* use his or her spouse's given name, middle name or a diminutive of his or her spouse's given name or middle name on the ballot.
- A candidate may specify a name that constitutes a common law name in accordance with Michigan Department of State Guidelines.

C. MAILING ADDRESS

A candidate who wishes to receive communications from his or her filing official at an address other than his or her residential address should enter a "mailing address" where indicated. (Note: A candidate may list a P.O. Box for his or her "mailing address"; a candidate may *not* list a P.O. Box for his or her residential address.)

D. WITHDRAWAL OF FILING

A precinct delegate candidate who wishes to withdraw his or her filing must submit a written withdrawal statement to the filing official no later than 4:00 p.m. on the third day after the filing deadline.

For more information regarding filing for office visit the Michigan Department of State – Bureau of Elections website at www.michigan.gov/elections and click on Information for Candidates or use the QR code to the right.



Michigan Department of State
Bureau of Elections

SUPPLEMENTAL FILING RECEIPT

Date: _____

Received of: _____

Candidate name (if different than person
submitting supplemental filing): _____

Office: _____

District/Circuit: _____

Petition Sheets: _____

Estimated Signatures: _____

Signature of person submitting supplemental
filing: _____

Received by: _____

RECORD OF NOMINATING PETITIONS FILED

[illegible]

**PRECINCT DELEGATE
WRITE-IN CANDIDATE
DECLARATION OF INTENT**

(NAME OF CITY OR TOWNSHIP)

As a write-in candidate for a precinct delegate position, you must file this form with the clerk of your city or township of residence no later than 4:00 p.m. on the first Friday immediately preceding the August primary. As an alternative, you may file this form with your board of election inspectors on the day of the August primary any time prior to the close of the polls.

Name _____
(Print or Type)

Residence Address _____
(Street Address) (Post Office) (Zip Code)

☐ City or ☐ Township of _____

I am registered and qualified to vote at this address: ☐ Yes ☐ No Birth Date _____ / _____ / _____

Home Phone (_____) _____ Business Phone (_____) _____

DATE OF PRIMARY: _____ / _____ / _____

OFFICE SOUGHT: Precinct Delegate.

Precinct No. _____

Political Party _____

By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the precinct delegate position identified above as a write-in candidate.

SIGNATURE OF WRITE-IN CANDIDATE: _____

Subscribed and sworn to by _____ Name of Notary _____

before me on the _____ day of _____, _____ Notary Public, State of Michigan, County of _____

_____ My commission expires _____

_____ Acting in the County of _____

Signature of notary public

OFFICE USE ONLY

OFFICE CODE _____ DATE OF FILING _____ / _____ / _____

RECEIVED BY _____

Absent Voter Ballot Application

Application for absent voter ballot for:

- ☐ The primary or special primary election to be held on _____, 20____.
- ☐ The election to be held on _____, 20____.

I, _____, a United States citizen and a qualified and registered elector of the _____ Precinct of the city of _____ or township of _____ in the County of _____ and State of Michigan, apply for an official ballot, or ballots, to be voted by me at the election or elections as requested in this application.

The statutory grounds on which I base my request are (check applicable reason):

- ☐ I expect to be absent from the community in which I am registered for the entire time the polls are open on election day.
- ☐ I am physically unable to attend the polls without the assistance of another.
- ☐ I cannot attend the polls because of the tenets of my religion.
- ☐ I have been appointed an election precinct inspector in a precinct other than the precinct where I reside.
- ☐ I am 60 years of age or older.
- ☐ I cannot attend the polls because I am confined to jail awaiting arraignment or trial.

Send absent voter ballot to me at:

My registered address:

Street Address or R.R.

Street Address or R.R.

Post Office City State Zip Code

Post Office City State Zip Code

I CERTIFY THAT I AM A UNITED STATES CITIZEN AND THAT THE STATEMENTS IN THIS ABSENT VOTER BALLOT APPLICATION ARE TRUE

**Sign
Here:**

Signature

Date

WARNING:

You must be a United States citizen to vote. If you are not a United States citizen, you will not be issued an absent voter ballot. A person making a false statement in this absent voter ballot application is guilty of a misdemeanor. It is a violation of Michigan election law for a person other than those listed in the instructions to return, offer to return, agree to return, or solicit to return your absent voter ballot application to the clerk. An assistant authorized by the clerk who receives absent voter ballot applications at a location other than the clerk's office must have credentials signed by the clerk. Ask to see his or her credentials before entrusting your application with a person claiming to have the clerk's authorization to return your application.

FILL OUT THIS BOTTOM PORTION ONLY IF YOU ARE ASSISTING A VOTER IN FILING THIS APPLICATION

Certificate of Authorized Registered Elector Returning Absent Voter Ballot Application

I certify that my name is _____, my address is _____, and my date of birth is _____; that I am delivering the absent voter ballot application of _____ at his or her request; that I did not solicit or request to return the application; that I have not made any markings on the application; that I have not altered the application in any way; that I have not influenced the applicant; and that I am aware that a false statement in this certificate is a violation of Michigan election law.

**Sign
Here:**

Signature

Date

INSTRUCTIONS FOR APPLICANTS FOR ABSENT VOTER BALLOTS

Step 1. After completely filling out the application, sign and date the application in the place designated. Your signature must appear on the application or you will not receive an absent voter ballot.

Step 2. Deliver the application by 1 of the following methods:

- (a) Place the application in an envelope addressed to the appropriate clerk and place the necessary postage upon the return envelope and deposit it in the United States mail or with another public postal service, express mail service, parcel post service, or common carrier.
- (b) Deliver the application personally to the clerk's office, to the clerk, or to an authorized assistant of the clerk.
- (c) In either (a) or (b), a member of the immediate family of the voter including a father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, or grandchild or a person residing in the voter's household may mail or deliver the application to the clerk for the applicant.
- (d) If an applicant cannot return the application in any of the above methods, the applicant may select any registered elector to return the application. The person returning the application must sign and return the certificate at the bottom of the application.

**INSTRUCTIONS FOR
APPLICANTS FOR ABSENT VOTER BALLOTS**

- STEP 1.** After completely filling out the application, sign and date the application in the place designated. Your signature must appear on the application or you will not receive an absent voter ballot.
- STEP 2.** Deliver the application by one of the following methods:
- (a) Place the application in an envelope addressed to the appropriate clerk and place the necessary postage upon the return envelope and deposit it in the United States mail or with another public postal service, express mail service, parcel post service, or common carrier.
 - (b) Deliver the application personally to the office of the clerk, to the clerk, or to an authorized assistant of the clerk.
 - (c) In either (a) or (b), a member of the immediate family of the voter including a father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, or grandchild or a person residing in the voter's household may mail or deliver the application to the clerk for the applicant.
 - (d) In the event an applicant cannot return the application in any of the above methods, the applicant may select any registered elector to return the application. The person returning the application must sign and return the certificate below.

**CERTIFICATE OF AUTHORIZED REGISTERED ELECTOR
RETURNING ABSENT VOTER BALLOT APPLICATION**

I certify that my name is _____,
my address is _____,
and my date of birth is ____/____/____; that I am
delivering the absent voter ballot application of _____

at his or her request; that I did not solicit or request to return the application; that I have not made any markings on the application; that I have not altered the application in any way; that I have not influenced the applicant; and that I am aware that a false statement in this certificate is a violation of Michigan election law.

DATE

SIGNATURE

WARNING

A person making a false statement in this absent voter ballot application is guilty of a misdemeanor. It is a violation of Michigan election law for a person other than those listed in the above instructions to return, offer to return, agree to return, or solicit to return your absent voter ballot application to the clerk. An assistant authorized by the clerk who receives absent voter ballot applications at a location other than the office of the clerk must have credentials signed by the clerk. Ask to see his or her credentials before entrusting your application with a person claiming to have the clerk's authorization to return your application.

INSTRUCTIONS FOR ABSENT VOTERS

- Step 1: On the absent voter ballot enclosed you will find voting instructions. Read these carefully and then vote the ballot.
- Step 2: After voting a ballot, place the ballot in the secrecy sleeve (if any). If a secrecy sleeve is not provided, refold the ballot to conceal your votes.
- Step 3: Place the ballot or ballots in the return envelope and securely seal the envelope.
- Step 4: Sign and date the return envelope in the place designated. Your signature must appear on the return envelope or the ballot will not be counted. If you are disabled or otherwise unable to mark the ballot and required assistance in voting your absent voter ballot, have the person who assisted you complete the section on the return envelope entitled "TO BE COMPLETED ONLY IF VOTER IS ASSISTED IN VOTING BY ANOTHER PERSON".
- Step 5. Deliver the return envelope by 1 of the following methods:
- (1) Place the necessary postage upon the return envelope and deposit it in the United States mail or with another public postal service, express mail service, parcel post service, or common carrier.
 - (2) Deliver the envelope personally to the office of the clerk, to the clerk, or to an authorized assistant of the clerk.
 - (3) In either (a) or (b), a member of the immediate family of the voter including a father-in-law, mother-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, or grandchild or a person residing in the voter's household may mail or deliver a ballot to the clerk for the voter.
 - (4) You may request by telephone that the clerk who issued the ballot provide assistance in returning the ballot. The clerk is required to provide assistance if you are unable to return your absent voter ballot as specified in (a), (b), or (c) above, if it is before 5 p.m. on the Friday immediately preceding the election, and if you are asking the clerk to pick up the absent voter ballot within the jurisdictional limits of the city, township, or village in which you are registered. Your absent voter ballot will then be picked up by the clerk or an election assistant sent by the clerk. All persons authorized to pick up absent voter ballots are required to carry credentials issued by the clerk. If using this absent voter ballot return method, do not give your ballot to anyone until you have checked their credentials.
- Step 6. The ballot must reach the clerk or an authorized assistant of the clerk before the close of the polls on election day. An absent voter ballot received by the clerk or assistant of the clerk after the close of the polls on election day will not be counted.

WARNING

All of the following actions are violations of the Michigan election law and are illegal in this state:

- (1) To vote an absent voter ballot at a meeting or gathering at which other people are voting absent voter ballots.
- (2) For a person who is assisting an absent voter in marking the ballot to suggest or in any manner attempt to influence the absent voter on how he or she should vote.
- (3) For a person who is present and knows that a person is voting an absent voter ballot to suggest or in any manner attempt to influence the absent voter on how he or she should vote.
- (4) For a person other than those listed in these instructions to return, offer to return, agree to return, or solicit to return an absent voter ballot to the clerk.
- (5) For a person other than the absent voter; a person listed in these instructions; or a person whose job it is to handle mail before, during, or after being transported by a public postal service, express mail service, parcel post service, or common carrier, but only during the normal course of his or her employment to be in possession of a voted or unvoted absent voter ballot.

Filed _____, 20 ____
Ballot No. _____
Mailed _____, 20 ____
Returned _____, 20 ____

Received Ballot Herein Described

(Chairman Board of Elections)

(Clerk)

(Ward)

(Precinct)

EMERGENCY APPLICATION FOR ABSENT VOTER BALLOT

FOR THE ELECTION HELD ON _____ 20 ____

I, _____, a
duly qualified and registered Elector of the _____ Ward _____ Precinct of
the _____ of _____ in the County of _____
(Township, Village or, City) (Name of Township, Village or City)

and the State of Michigan, hereby make an emergency application for an official ballot, or
ballots to be voted by me at such election.

THE STATUTORY GROUNDS ON WHICH I BASE MY REQUEST ARE AS FOLLOWS:
(Check Applicable Reason)

- ☐ I have become physically disabled.
- ☐ Sickness or a death has occurred in my family which will result in my being
absent from the city or township on election day.

These ground occurred at a time which made it impossible to apply for an absent voter's
ballot by the statutory deadline or vote in person.

If it is impossible for your or your assistant to deliver the ballot to me at:

(Number)

(Street)

(City)

Please deliver them to

(Name of Person)

My registered address is _____

(Number)

(Street)

(I hereby declare the forgoing statement to be true)

Date _____

X _____

**Warning: Any person intentionally making a false statement in such application is guilty of a
felony. Any person aiding or abetting any person to make a false statement on such
application is guilty of a felony.**

List of Absent Voters to Whom Ballots Were Mailed

In the _____ Precinct of the _____, County of _____

Note: Clerk must keep a separate list for each precinct.

[illegible]

If uncalled for return to:



To



OFFICIAL ABSENT VOTER'S BALLOT
Michigan Election Resources - Form No. 812

IMPORTANT!
SEE OPPOSITE SIDE
FOR INSTRUCTIONS

VOTER'S RETURN ADDRESS



PLEASE
PLACE
POSTAGE
HERE

OFFICIAL ABSENT VOTER'S BALLOT

WARNING

PERSONS WHO CAN LEGALLY BE IN POSSESSION OF AN ABSENT VOTER BALLOT ISSUED TO AN ABSENT VOTER ARE LIMITED TO THE ABSENT VOTER; A PERSON WHO IS A MEMBER OF THE ABSENT VOTER'S IMMEDIATE FAMILY OR RESIDES IN THE ABSENT VOTER'S HOUSEHOLD AND WHO HAS BEEN ASKED BY THE ABSENT VOTER TO RETURN THE BALLOT; A PERSON WHOSE JOB IT IS TO HANDLE MAIL BEFORE, DURING, OR AFTER BEING TRANSPORTED BY A PUBLIC POSTAL SERVICE, EXPRESS MAIL SERVICE, PARCEL POST SERVICE, OR COMMON CARRIER, BUT ONLY DURING THE NORMAL COURSE OF HIS OR HER EMPLOYMENT; AND THE CLERK, ASSISTANTS OF THE CLERK, AND OTHER AUTHORIZED ELECTION OFFICIALS OF THE CITY, TOWNSHIP, VILLAGE, OR SCHOOL DISTRICT. ANY OTHER PERSON IN POSSESSION OF AN ABSENT VOTER BALLOT IS GUILTY OF A FELONY.

To

DO NOT BEND

Michigan Election Resources - Form No. 813 - Rev. 1996

**TO BE COMPLETED ONLY IF VOTER IS ASSISTED
IN VOTING BY ANOTHER PERSON**

I assisted the herein named absent voter who is disabled or otherwise unable to mark his/her absent voter ballot pursuant to his/her directions. The absent voter ballot was inserted into the return envelope without being exhibited to any other person.

Signature of Person Assisting Voter

Street Address or R.R.

City, Township or Village

A PERSON WHO ASSISTS AN ABSENT VOTER AND WHO KNOWINGLY MAKES
A FALSE STATEMENT IS GUILTY OF A FELONY.

FOR CLERKS USE ONLY

Ballot Envelope Returned:

Date 10/12/04 Time 2:35 Received By SAS

I certify that I have checked the signature on this envelope with the signature on the voter's registration card and they agree.

Sarah Smith

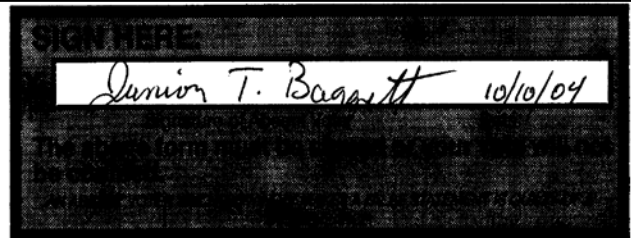
Election Official

OFFICIAL ABSENT VOTER'S BALLOT

Form EB-W ©Doubleday Bros. & Co., Kalamazoo, Mich. 49001
Rev. 1996

TO BE COMPLETED BY THE ABSENT VOTER

I assert that I am a United States citizen and a qualified and registered elector of the city, township, or village named above. I am voting as an absent voter in conformity with state election law. Unless otherwise indicated below, I personally marked the ballot enclosed in this envelope without exhibiting it to any other person. I further assert that this absent voter ballot is being returned to the clerk or an assistant of the clerk by me personally; by public postal service, express mail service, parcel post service, or other common carrier; by a member of my immediate family; or by a person residing in my household.



Junior T. Baggett
Name of Voter

521 Maple Ave
Street Address or R.R.

Smallville MI 49000
City State Zip

* Smallville Large
City, Township, Village or School District County

Election Date: _____ Precinct # _____ Ward # _____

Poll Book No.

12

Ballot No.

5

ABSENTEE BALLOTS
-- INFORMATION POSTING --

DATE OF ELECTION: _____

Complete and post before 8:00 a.m. on election day.

Number of absent voter ballots distributed to absent voters: _____

Number of absent voter ballots returned before election day: _____

Number of absent voter ballots delivered for processing: _____

Complete and post before 9:00 p.m. on election day.

Number of absent voter ballots returned on election day: _____

Number of absent voter ballots returned both before and
on election day: _____

Number of absent voter ballots returned both before and
on election day which were delivered for processing: _____

Complete and post immediately after all precinct returns are delivered.

Number of absent voter ballots returned by voters: _____

Number of absent voter ballots received at the precincts
or absent voter counting board(s) for processing: _____

Print Form

Federal Post Card Application (FPCA) Voter Registration and Absentee Ballot Request

A quicker, easier to complete, electronic version of this form is also available on FVAP.gov. For any questions about this form, consult your Voting Assistance Officer or the Voting Assistance Guide available in hard copy or on FVAP.gov. Please print in black ink.

Classification Make only 1 selection. (In most States, you must be absent from your voting district to use this form).	1	I request an absentee ballot for all elections in which I am eligible to vote AND: <input type="checkbox"/> I am a member of the Uniformed Services or Merchant Marine on active duty OR <input type="checkbox"/> I am their spouse or dependent. <input type="checkbox"/> I am a U.S. citizen residing outside the U.S., and I intend to return. <input type="checkbox"/> I am a U.S. citizen residing outside the U.S., and I do not intend to return. <input type="checkbox"/> I am a U.S. citizen otherwise granted military/overseas voting rights under State law (check the Voting Assistance Guide).
Political Party	2	To vote in primary elections, your State may require you to specify a political party: _____
Your legal name	3	Last name _____ Suffix _____ First name _____ Middle name _____ Previous name (if applicable) _____
Identification Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov .	4	Sex <input type="checkbox"/> M <input type="checkbox"/> F Race _____ Birth date _____ State Driver's License or ID _____ OR Social Security Number _____
Contact information Include international prefixes. No DSN number.	5	Telephone _____ Fax _____ Email _____ Alternate Email _____
Ballot receipt	6	I prefer to receive my ballot, as permitted by my State, by: <input type="checkbox"/> Email/Online <input type="checkbox"/> Mail <input type="checkbox"/> Fax (rank from 1-3 in order of preference; be sure appropriate contact information is provided above)
U.S. address for voting purposes Usually your last U.S. residence or your legal U.S. residence. See instructions.	7	Street Address (not P.O. Box) _____ Apt. # _____ City/Town/Village _____ County _____ State _____ Zip Code _____
Address where you live now This is different from above. Your voting materials will be sent here, unless you specify a forwarding address in Box 9.	8	
Additional requirements for your State Such as: mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on FVAP.gov .	9	

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:

• I am a member of the Uniformed Services or Merchant Marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S. • I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction. • I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated. • I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. • My signature and date herein indicate when I completed this document.
• The information on this form is true and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signature _____	Print this form, sign, and send in.
Today's date _____	M M / D D / Y Y Y Y
Witness signature / date if required by your State. See the Voting Assistance Guide on FVAP.gov .	
Signature _____	
Date _____	

This information is for official use only. Any unauthorized release may be punishable by law.

Standard Form 76 (Rev. 06-2011)

ABSENT VOTER COUNTING BOARD AFFIDAVIT

STATE OF MICHIGAN

COUNTY OF: _____

(Check one)

☐ City ☐ Township or ☐ Village of: _____

AV Counting Board Precinct #: _____

Any person in attendance at an absent voter counting board after the processing of ballots has begun shall take and sign the following Oath and shall not leave the counting place after the tallying has begun until the polls close.

I Do Solemnly Swear, (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

Signature of Persons Taking Oath

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Taken, subscribed and sworn to before me on this
_____ day of _____, 20_____

Signature of Chairperson or
Member of Counting Board Administering Oath

NOTE: Only the local election official who established the absent voter counting board, the deputy or employee of that local official, or an employee of the State Bureau of Elections may enter and leave the counting board for the purpose of responding to an inquiry from an election inspector or a challenger to provide instructions on the operation of the counting board after the tally has begun but before the polls close.

WARNING: A person who enters an absent voter counting board and who discloses an election result or in any manner characterizes how any ballot being counted has been voted in a precinct before the polls can be legally closed on Election Day is guilty of a felony.

INSPECTOR: Please return this form in Envelope #3 addressed to the Local Clerk.

OPTICAL SCAN PROGRAM TESTING AND SECURITY CERTIFICATION

Name of City or Township County

☐ Primary ☐ General ☐ Special ☐ Regular Date of Election: _____

PRELIMINARY ACCURACY TEST: (The Preliminary test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the test to an authorized assistant.) The undersigned certifies that the listed precinct tabulators have been tested using the test deck prepared under the direction of the Election Commission, the tabulator results agree with the predetermined test deck results and the official ballots have been compared and agree with the program edit listings.

Precinct #	Tabulator Serial #	Memory Card Seal #	Date of Prelim Test

Further the test deck, program predetermined results and the results of the Preliminary Test were secured and sealed in an approved ballot container with seal number _____ on ____/____/____.

Member(s) of Election Commission or Authorized Assistant(s)

PUBLIC ACCURACY TEST: We, the Accuracy Board, hereby certify that notice of this test was published 48 hours prior to the conduct of the test and the container holding the testing materials was sealed with the seal recorded on the Preliminary Accuracy Test Certificate. The precincts listed below were tested at the Public Accuracy Test using the test deck prepared under the direction of the Election Commission and the results agree with the predetermined test deck results.

Precinct #	Tabulator Serial #	Memory Card Seal #	Date of Public Test

Further the test deck, program predetermined results and results of the Public Accuracy Test were secured and sealed in an approved ballot container following the test with seal number _____ on ____/____/____.

Member(s) of Election Commission or Authorized Assistant(s)



Procedure for Handling Optical Scan Ballots Rejected in the Polls

Michigan Department of State
Bureau of Elections
January 2002

Election workers appointed to serve in optical scan precincts must be carefully instructed on the appropriate procedures for interacting with voters who have their ballot rejected by the tabulator. As a part of the instruction, it is extremely important to emphasize that the election inspectors *cannot* view the voter's ballot in an attempt to identify the voting error involved.

To ensure the proper handling of voters who have their ballot rejected, the following "script" is offered. The distribution of the script to election inspectors appointed to serve in optical scan precincts is recommended. The election inspector responsible for monitoring the tabulator should read the script to any voter who experiences the rejection of his or her ballot due to a voting error.

STEP I: Election worker reads following statement to any voter who experiences the rejection of his or her ballot due to a voting error:

A. If voter has "overvoted" an office or has voted in more than a single party primary: THE TABULATOR HAS REJECTED YOUR BALLOT BECAUSE IT IS IMPROPERLY MARKED. ACCORDING TO THE TABULATOR, YOU HAVE (CAST MORE VOTES FOR AN OFFICE THAN ALLOWED) (VOTED IN MORE THAN A SINGLE PARTY PRIMARY).

IF YOU WISH TO CORRECT THE VOTING ERROR, WE WILL BE HAPPY TO SUPPLY YOU WITH A REPLACEMENT BALLOT.

IF YOU DO NOT WISH TO CORRECT THE VOTING ERROR, WE WILL BE HAPPY TO ACCEPT YOUR BALLOT AS PRESENTED. PLEASE BE AWARE, HOWEVER, THAT ANY INVALID VOTES MARKED ON YOUR BALLOT WILL NOT BE COUNTED.

B. If voter has not cast any votes (blank ballot): THE TABULATOR HAS REJECTED YOUR BALLOT BECAUSE IT DOES NOT READ ANY VOTES ON THE BALLOT.

IF YOU WISH TO CAST VOTES ON THE BALLOT, YOU MAY RETURN TO THE VOTING STATION. INSTRUCTIONS ON THE VOTING PROCESS ARE AVAILABLE AT YOUR REQUEST.

IF YOU DO NOT WISH TO RETURN TO THE VOTING STATION, WE WILL BE HAPPY TO ACCEPT YOUR BALLOT AS PRESENTED. PLEASE BE AWARE, HOWEVER, THAT NO VOTES WILL COUNT.

STEP II: *If the voter wishes to have his or her ballot cast as presented, the election worker should reemphasize how the ballot will be counted and afford the voter a second opportunity to obtain a replacement ballot or return to the voting station:*

A. If voter has “overvoted” an office: IF YOUR BALLOT IS CAST AS MARKED, NO VOTES WHICH APPEAR UNDER ANY OFFICE THAT YOU HAVE “OVERVOTED” WILL COUNT. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RECEIVE A REPLACEMENT BALLOT?


B. If voter has voted in more than a single party primary: IF YOUR BALLOT IS CAST AS MARKED, NO VOTES WHICH APPEAR IN THE PARTISAN SECTION OF YOUR BALLOT WILL COUNT. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RECEIVE A REPLACEMENT BALLOT?

C. If voter has not cast any votes (blank ballot): IF YOUR BALLOT IS CAST AS PRESENTED, NO VOTES WILL COUNT FOR ANY CANDIDATES OR PROPOSALS. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RETURN TO THE VOTING STATION?

Application to Vote – Poll List

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

Date of Election _____ Precinct _____

ELECTION INSPECTOR COMPLETES	PRINT NAME: _____
<input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED	DATE OF BIRTH: _____
ELEC. INSP. INITIAL	RESIDENCE ADDRESS: _____
BALLOT STYLE	I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.
BALLOT NO.	SIGN HERE  X _____ SIGNATURE OF VOTER
VOTER NO.	

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, _____ hereby affirm that I am
(Print Name)

not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear/affirm that the statements made above are true.

SIGNATURE OF VOTER: X _____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____,

I certify that the elector named above has completed the above affidavit in my presence.

X _____
Signature of Election Inspector



STATE OF MICHIGAN
BUREAU OF ELECTIONS
LANSING

PROCEDURE FOR ISSUING A BALLOT
IF VOTER'S NAME DOES NOT APPEAR ON REGISTRATION LIST
-- A Four-Step Procedure --

If an elector who completes an Application to Vote form does not appear on the precinct's QVF list, *contact the clerk for assistance and complete this form before issuing a ballot to the voter.* There are two exceptions:

EXCEPTION #1: If the voter is in the proper polling place and is able to produce a voter registration receipt that shows that he or she registered to vote before the registration deadline, there is no need to complete this form. Instead, contact the clerk for assistance if needed and arrange to have the voter complete another registration form. After the voter has completed the registration form, permit the voter to vote under regular procedure.

EXCEPTION #2: If you or the clerk determines that the voter is registered to vote in a different precinct and the voter is willing to travel to his or her proper polling place, there is no need to complete this form. Instead, give the voter directions to his or her proper polling place. (If the voter declines to travel to his or her proper polling place, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter. In such an instance, inform the voter that his or her ballot will not count if it is confirmed that the voter is voting in the wrong precinct.)

IF YOU MUST COMPLETE THIS FORM BEFORE ISSUING A BALLOT TO THE VOTER, CAREFULLY FOLLOW THE FOUR STEPS EXPLAINED ON THE FOLLOWING PAGES.

BUREAU OF ELECTIONS
RICHARD H. AUSTIN BUILDING • 1ST FLOOR • 430 W. ALLEGAN • LANSING, MICHIGAN 48918
www.Michigan.gov/sos • (517) 373-2540

State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form

1 answer

Are you a citizen of the United States of America? ☐ Yes ☐ No

Will you be 18 years of age on or before election day? ☐ Yes ☐ No

➤ If you checked "NO" in response to either of these questions, do NOT complete this form.

2 complete application

Last Name First Name Middle Name

Address where you live —house number and street/road Apt. No./Lot No.

City Zip Code Telephone optional

MI

If you do not have a house or street address, describe location where you live —cross streets or roads, landmarks, etc.

☐ City or ☐ Township where you live County where you live School District if known

Mailing Address if different ☐ For use on Driver License/Personal ID and Voter Registration ☐ For use on Voter Registration only

Date of Birth ☐ Male ☐ Female

ID Number check applicable box and provide appropriate number

☐ I have a state issued driver license or personal ID card # _____ State: _____

☐ I do not have a state issued driver license or personal ID card. The last four digits of my Social Security Number are _____

☐ I do not have a state issued driver license, a state issued personal ID card or a Social Security Number.

An ID number will be assigned to you for voter registration purposes.

Are you still registered to vote at your last address? ☐ Yes ☐ No ☐ Don't Know If "Yes" or "Don't Know" enter previous address

Previous Street Address ☐ City or ☐ Township of County

State Zip Code Registered under name of if different than above

3 read, sign and date

I certify that:

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize cancellation of any previous registration.
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X	Signature of Applicant	Date
X	Signature of Applicant	Date

Sign and date both spaces provided above.

STEP ONE: VOTER must complete the following affidavit and provide requested information on registration process. (Note: The voter must complete the affidavit in order to receive a provisional ballot. If the voter refuses to complete the affidavit, advise the voter that he or she cannot vote. In such an instance, there is no need to complete the remainder of this form.)

AFFIDAVIT

I, _____, hereby affirm that I am a resident of the ☐ City ☐ Township of _____, Michigan and I reside at _____ . I further affirm that I submitted a voter registration application on or before the close of registration for the election at hand.

By signing this affidavit, I swear that the above statements are true. I also understand that I must complete and submit a new voter registration application.

Signature of Elector: _____ Date ____/____/____

Signature of Clerk, Authorized Assistant or Election Inspector: _____

An individual who provides false information in the above affidavit is guilty of perjury which is punishable by a fine of up to \$1,000.00 and/or imprisonment for up to 5 years.

Process used to register to vote:

- ☐ Mail-in registration form
- ☐ Secretary of State Branch Office
- ☐ Secretary of State "Renewal by Mail" Program
- ☐ Designated voter registration agency
- ☐ County, city or township clerk's office

Approximate DATE OF REGISTRATION: _____

STEP TWO: ELECTION INSPECTOR asks the VOTER to complete a voter registration application.

- If the voter completes a voter registration application, retain it with this form.
- If the voter declines to complete a voter registration application, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an “envelope” ballot to the voter.

STEP THREE: ELECTION INSPECTOR issuing ballot must answer the four questions provided below.

- (1) Check with the clerk to confirm that the voter is not registered to vote in any other precinct in the city or township. Were you able to reach the clerk to make this check? (Answer “No” if (1) you were unable to reach the clerk or (2) the clerk advised that the voter is, in fact, registered in a different precinct in the city or township. Answer “Yes” if you reached the clerk and the clerk advised that the person is not registered in a different precinct in the city or township.) ☐ YES ☐ NO
- (2) Check the voter’s identity. Is the voter able to identify himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? ☐ YES ☐ NO

If “Yes,” check ONE of the following and enter requested information:

☐ Michigan Driver License (enter number):

☐ Michigan Personal Identification Card (enter number):

☐ Other government issued photo identification card (describe):

- ☐ Photo identification card issued by a Michigan university or college (describe):

If "No," ask the voter for any form of identification and complete following:

- ☐ Voter showed a different form of identification (describe):

- ☐ Voter was unable to show any form of identification.

- (3) Check the voter's residential address. Is the voter able to confirm that he or she currently resides in the precinct by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? ☐ YES ☐ NO
(Answer "No" if voter shows a Michigan Driver License, Michigan Personal Identification card, other government issued photo identification card or a photo identification card issued by a Michigan university or college that contains an address outside of the precinct.)

If "No," ask voter if he or she can confirm that he or she currently resides in the precinct by showing any of the following documents (1) a current utility bill (2) a current bank statement (3) a current paycheck or government check or (4) any other government document. If voter produces such a document, describe below and indicate if the document contains the voter's name and address:

- (4) Did the voter complete and submit a voter registration application? ☐ YES ☐ NO

If "No," explain: _____

STEP FOUR: ELECTION INSPECTOR issues an “affidavit” ballot or an “envelope” ballot to the VOTER as explained below.

- **If you answered “Yes” to all four of the questions appearing under Step Three, issue an “affidavit” ballot to the voter:**
 - (1) Prepare ballot as a “challenged” ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.)
 - (2) Enter the voter’s name in the poll book and write “AFFIDAVIT BALLOT” next to the voter’s name.
 - (3) Direct voter to a voting station and permit voter to vote ballot.

- (4) After the voter has voted the ballot, remove the ballot stub. Direct voter to deposit ballot in tabulator.
 - (5) Remove the "NOTICE" which appears below and issue it to the voter.
 - (6) Forward this form and the voter registration application completed by voter to the clerk after the polls close.
- **If you answered "No" to any of the four questions appearing under Step Three, issue an "envelope" ballot to the voter:**
 - (1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.
 - (2) Enter the voter's name in the poll book and write "ENVELOPE BALLOT" next to the voter's name.
 - (3) Direct voter to a voting station and permit voter to vote ballot.
 - (4) After the voter has voted the ballot, direct the voter to place the ballot in a SECRECY SLEEVE. Next, direct the voter to insert the ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE. The ballot stub remains attached to the ballot. (To protect the secrecy of the ballot, no member of the precinct board should handle the ballot during this step.)
 - (5) Seal the PROVISIONAL BALLOT SECURITY ENVELOPE and complete the entries on the outside of the envelope. Seal the ballot in the envelope only; do *not* enclose this form or the voter registration application completed by the voter in the envelope.
 - (6) Remove the "NOTICE" which appears below and issue it to the voter.
 - (7) Forward this form, the voter registration application completed by the voter and the PROVISIONAL BALLOT SECURITY ENVELOPE holding the voter's ballot to the clerk after the polls close.

**NOTICE TO VOTERS WHO DO NOT
APPEAR ON THE PRECINCT'S REGISTRATION LIST**

*(Notice must be issued to any voter who 1) does not appear on the precinct's registration list
2) completed the attached four-step procedure form and 3) was issued a provisional ballot.)*

As explained by the election workers, special procedures were followed when issuing you a ballot as your name did not appear on the registration list where you offered to vote. Please be advised of the following:

- If the election workers directed you to place your ballot in the precinct's tabulator, all valid votes appearing on your ballot *will count*. You have voted!
- If the election workers directed you to place your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE, the clerk will determine if your ballot can be counted within six calendar days after the election. If your ballot can be counted, all valid votes appearing on your ballot *will count*. If your ballot cannot be counted, *no votes appearing on your ballot will count*.

IMPORTANT: MAKING SURE YOUR BALLOT COUNTS

If the election workers placed your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE because you were unable to satisfy the identification and/or residency verification steps, your ballot will be counted if you provide your local city or township clerk with required document(s) no later than the sixth calendar day after the election. You can appear in person in your city or township clerk's office to show the document(s), fax the document(s) to the clerk or mail a copy of the document(s) to the clerk. If you do not satisfy the identification requirement and/or the residency verification requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the requirements:

Documents which satisfy identification requirement: A Michigan Driver License; a Michigan Personal Identification Card; any other type of government issued identification card which shows your photo; or an identification card issued by a Michigan university or college which shows your photo.

Documents which satisfy residency requirement: A Michigan Driver License; A Michigan Personal Identification Card; government issued photo identification card; photo identification issued by a Michigan university or college; current utility bill; current bank statement; current paycheck or government check; or any other government document.* The document must show your name and your address. The address shown on the document must be in the precinct where you voted.

NEED MORE INFORMATION?

For additional information, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

NOTICE TO VOTERS UNABLE TO SATISFY

* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.

STATE AND/OR FEDERAL IDENTIFICATION REQUIREMENT

(Notice must be issued to any voter who is required to vote an "envelope" ballot because he or she is unable to satisfy Michigan's voter identification requirement and/or the federal voter identification requirement.)

Check applicable box below:

- ☐ As questions over your identity remained after an inspection of the picture identification you produced to satisfy Michigan's voter identification requirement, special procedures were followed when issuing you a ballot.
- ☐ As you are subject to the federal voter identification requirement and have not satisfied the requirement to date, special procedures were followed when issuing you a ballot. The federal voter identification requirement applies to voters who 1) have never previously voted in Michigan 2) registered to vote by mail and 3) are not exempted from the ID requirement under federal law.

IMPORTANT: MAKING SURE YOUR BALLOT COUNTS

To ensure that your ballot counts, you must provide your local city or township clerk with an appropriate identification document no later than the sixth calendar day after the election. Except as noted below, you can appear in person in your city or township clerk's office to show the document, fax the document to the clerk or mail a copy of the document to the clerk. If you do not satisfy the identification requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the identification requirement:

Documents which satisfy federal voter identification requirement imposed on first-time mail registrants who have never previously voted in Michigan: A copy of any current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document* which lists your name and address.

Documents which satisfy Michigan voter identification requirement imposed on all voters who attend the polls to vote: A Michigan Driver License; a Michigan Personal Identification Card; driver's license or personal identification card issued by another state; a federal or state-government issued photo identification; a U.S. passport; a military identification card with photo; a student identification with photo from a high school or an accredited institution of higher education; or a tribal identification with photo. In all cases, the picture identification must be current. To satisfy the Michigan voter identification requirement, you must appear in person in your city or township clerk's office.

NEED MORE INFORMATION?

For additional information, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

April 2011

* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.

PROCEDURE FOR HANDLING “ENVELOPE” BALLOTS

Within 6 days after the election, the city or township clerk must evaluate each “envelope” ballot voted by the jurisdiction’s voters to determine if the ballot can be counted. When making this determination, the city or township clerk is not permitted to open the PROVISIONAL BALLOT SECURITY ENVELOPE holding the ballot.

I. MISSING REGISTRATION: Determining the validity of an “envelope” ballot issued to an elector whose name did not appear on the precinct’s QVF list

All of the information needed to determine the validity of an “envelope” ballot issued to such an elector is recorded on the four-step procedure form completed by the precinct board.

THE “ENVELOPE” BALLOT CAN BE COUNTED IF:

- A valid voter registration application for the elector is located; the registration application was submitted by the elector on or before the “close of registration” for the election at hand; and the “envelope” ballot voted by the elector was issued in the proper precinct.

OR

- The elector signed the affidavit to affirm that he/she submitted a voter registration application on or before the “close of registration” for the election at hand; the elector identified himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government photo identification card or a photo identification card issued by a Michigan university or college; and the elector confirmed that he or she currently resides in the precinct where the “envelope” ballot was issued by showing 1) one of the above documents OR 2) a current utility bill, current bank statement, current paycheck or government check or any other government document.

Stated in simpler terms, the “envelope” ballot counts if the voter signed the affidavit, confirmed his or her identity with an acceptable form of photo ID AND confirmed his or her residence in the precinct where the “envelope” ballot was issued with the photo ID OR by producing one of the listed alternative documents (current utility bill, current bank statement, current paycheck or government check or any other government document).

SUBMISSION OF PHOTO ID AND RESIDENCE CONFIRMATION DOCUMENT DURING 6-DAY “ENVELOPE” BALLOT EVALUATION PERIOD PERMITTED:

- In an instance where the elector was unable to identify himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government photo identification card or a photo identification card issued by a Michigan university or college, the ballot can be counted if the voter is able to produce an acceptable form of photo ID during the 6-day “envelope” ballot evaluation period. The voter can appear in person in the city or township clerk’s office to show the photo ID, fax the photo ID to the clerk or mail a copy of the photo ID to the clerk. The photo ID must reach the city or township clerk no later than the sixth calendar day after the date of the election.
- In an instance where the elector was unable to confirm that he or she currently resides in the precinct where the “envelope” ballot was issued by showing an acceptable form of photo ID or by producing one of the accepted alternative documents (current utility bill, current bank statement, current paycheck or government check or any other government document), the ballot can be counted if the voter is able to produce an acceptable residence confirmation document during the 6-day “envelope” ballot evaluation period. The voter can appear in person in the city or township clerk’s office to show the document, fax the document to the clerk or mail a copy of the document to the clerk. The document must reach the city or township clerk no later than the sixth calendar day after the date of the election.
- In any instance where an “envelope” ballot is counted because the voter was able to produce the required photo ID and/or residence confirmation document during the 6-day “envelope” ballot evaluation period, the clerk must enter an appropriate notation on the Four-Step Procedure form completed when the voter was issued the “envelope” ballot in the polls.

THE “ENVELOPE” BALLOT CANNOT BE COUNTED IF:

- The elector was unable to identify himself or herself at the polls or during the 6-day “envelope” ballot evaluation period by showing a Michigan Driver License, Michigan Personal Identification Card, other government photo identification card or a photo identification card issued by a Michigan university or college.

OR

- The elector was unable to confirm when in the polls or during the 6-day “envelope” ballot evaluation period that he or she currently resides in the precinct where the “envelope” ballot was issued by showing one of the above documents or a current utility bill, current bank statement, current paycheck or government check or any other government document.

IMPORTANT NOTE REGARDING ELECTORS WHO VOTED IN WRONG PRECINCT:

In any situation where an “envelope” ballot has been issued to a voter who 1) appeared to vote in the wrong precinct and 2) declined to travel to his or her proper precinct to vote, you must make every effort to accurately confirm that the voter did, in fact, vote in the wrong precinct before rejecting the “envelope” ballot as invalid. The evaluation must include a check of the QVF street index to verify that the voter was not assigned to the wrong precinct in error. If a check of the street index reveals that a voter in this situation actually voted in the proper precinct, the “envelope” ballot must be counted.

II. FEDERAL ID REQUIREMENT: Determining the validity of an “envelope” ballot issued to an elector subject to the federal identification requirement

- The “envelope” ballot can be counted if the elector provides one of the following forms of identification during the 6-day “envelope” ballot evaluation period: a current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address. The voter can appear in person in the city or township clerk’s office to show the required ID, fax the required ID to the clerk or mail a copy of the required ID to the clerk. In an instance where an “envelope” ballot is counted because the voter was able to produce the required ID during the 6-day “envelope” ballot evaluation period, the clerk must enter an appropriate notation on the PROVISIONAL BALLOT SECURITY ENVELOPE.
- The “envelope” ballot cannot be counted if the voter fails to satisfy the federal ID requirement during the 6-day “envelope” ballot evaluation period.

III. MICHIGAN VOTER IDENTIFICATION REQUIREMENT: Determining the validity of an “envelope” ballot issued to a voter because questions over the voter’s identity remained after an inspection of the picture identification produced by the voter

- The “envelope” ballot can be counted if the elector appears in person and provides a Michigan Driver’s License or a Michigan Personal Identification Card during the 6-day “envelope” ballot evaluation period. Voters can also show any of the following forms of picture identification as long as they are current: a driver’s license or personal identification card issued by another state; a federal or state-government issued photo identification; a U.S. passport; a military identification card with photo; a student identification with photo from a high school or an accredited institution of higher education; or a tribal identification with photo. In all cases, the picture identification must resolve the questions over the voter’s identity which prompted the issuance of an “envelope” ballot to the voter.
- The “envelope” ballot cannot be counted if the voter fails to personally appear in the clerk’s office during the 6-day “envelope” ballot evaluation period and satisfy the Michigan voter identification requirement as described above.

IV. Disposition of valid “envelope” ballots which can be counted

If the “envelope” ballot can be counted, remove the ballot from the PROVISIONAL BALLOT SECURITY ENVELOPE and remove the stub from the ballot. If a paper ballot, do not unfold the ballot during this step. If an optical scan ballot, do not remove the ballot from its secrecy sleeve during this step.

Place the ballot in a ballot container.

After you have placed all of the valid “envelope” ballots that can be counted in the container, remove the ballots and count the valid votes on the ballots.

After counting the valid votes on the ballots, complete a PROVISIONAL BALLOT REPORT FORM. After completing the form, submit it to the county canvassing board or local canvassing board as appropriate. The form must be transmitted to the canvassing board no later than the 7th day after the election.

After recording the valid votes on the “envelope” ballots that can be counted, seal the counted “envelope” ballots and PROVISIONAL BALLOT SECURITY ENVELOPES which contained the ballots in a ballot container. Attached a ballot tag to the seal which indicates that the container holds the “envelope” ballots returned after the election which were determined valid and counted. Retain the PROVISIONAL BALLOT SECURITY ENVELOPES which were determined invalid and not opened in a separate secure place in your office.

**Entries Which Must Appear on
Provisional Ballot Security Envelope**

PROVISIONAL BALLOT SECURITY ENVELOPE

Use a separate security envelope for each “envelope” ballot issued by the precinct board.
Deliver all sealed “envelope” ballots to the clerk after the polls close.

VOTER’S NAME: _____

NAME OF CITY OR TOWNSHIP: _____

ELECTION INSPECTOR SEALING BALLOT: _____

PRECINCT NUMBER: _____ DATE OF ELECTION: _____

REASON WHY “ENVELOPE” BALLOT ISSUED (CHECK ONE):

- ☐ ELECTOR’S NAME DID NOT APPEAR ON THE PRECINCT’S QVF LIST. (Complete four-step procedure form before issuing ballot. Do not enclose the four-step procedure form in this envelope.)
- ☐ ELECTOR SUBJECT TO FEDERAL ID REQUIREMENT UNABLE TO PRODUCE AN ACCEPTABLE FORM OF ID. (There is no need to complete the four-step procedure form before issuing ballot.)
- ☐ ELECTOR PRODUCED PHOTO ID TO SATISFY THE MICHIGAN VOTER IDENTIFICATION REQUIREMENT; QUESTIONS OVER THE ELECTOR’S IDENTITY REMAINED AFTER INSPECTION OF THE PHOTO ID. (There is no need to complete the four-step procedure form before issuing a ballot.)



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

February 2012

PROVISIONAL BALLOT

Jurisdiction: _____ Date of election: _____

- I. Enter, by precinct, the number of provisional ballots which were 1) counted or tabulated in the polls on election day and 2) secured in PROVISIONAL BALLOT SECURITY ENVELOPES for delivery to the clerk's office after the polls closed ("envelope" ballots).

Of those provisional ballots which were secured in PROVISIONAL BALLOT SECURITY ENVELOPES, indicate 1) the number that were determined valid and counted and 2) the number that were determined invalid and not counted.

Precinct #	Number of Provisional Ballots Counted or Tabulated in the Polls	Number of Provisional Ballots Secured in Provisional Ballot Security Envelopes ("Envelope" Ballots)	Number of "Envelope" Ballots Determined Valid	Number of "Envelope" Ballots Determined Invalid	Number of Voters Who Completed an Affidavit of Voter Not in Possessions of Picture Identification Form

--	--	--	--	--	--

(Attach additional sheets if necessary)

- II. Create an “Envelope Ballot Vote Certification” document and attach it to this form to show the votes counted on the valid “envelope” ballots cast in your jurisdiction. The “Envelope Ballot Vote Certification” document must list 1) the name of each candidate who is entitled to additional votes 2) the precinct where the votes must be added and 3) the number of votes which must be added for each candidate in each affected precinct.

- III. Enter, by precinct, the number of voters who completed an Affidavit of Voter Not in Possession of Picture Identification Form.

Signature of Clerk or Authorized Assistant

Position

Date

()

Phone Number

February 2012

COUNTY PROVISIONAL BALLOT REPORT FORM

*-- All requested information can be obtained from the
"Provisional Ballot Report Forms"
submitted by the local jurisdictions in your county --*

*******NOW SUBMITTED ELECTRONICALLY*******

County: _____ Date of election: _____

Enter the number of provisional ballots issued in your county which were 1) counted or tabulated in the polls on election day and 2) secured in PROVISIONAL BALLOT SECURITY ENVELOPES for delivery to the local clerk's office after the polls closed ("envelope" ballots).

Of those provisional ballots which were secured in PROVISIONAL BALLOT SECURITY ENVELOPES, indicate 1) the number that were determined valid and counted and 2) the number that were determined invalid and not counted.

Number of Provisional Ballots Counted or Tabulated in the Polls	
Number of Provisional Ballots Secured in Provisional Ballot Security Envelopes ("Envelope" Ballots)	
Number of "Envelope" Ballots Determined Valid	
Number of "Envelope" Ballots Determined Invalid	
Number of Voters Who Completed an Affidavit of Voter Not in Possession of Picture Identification Form	

Signature of County Clerk or Authorized Assistant

Position

Date

(_____)_____
Phone Number

Please mail or fax this form to:

Michigan Department of State
Bureau of Elections
P.O. Box 20126
Lansing, MI 48901-0726
Fax: (517) 373-0941

Zoho Creator - County Provisional Ballot Report - Windows Internet Explorer

https://creator.zoho.com/hollands3/ballot-reporting/form-perma/County_Provisional_Ballot_Report_Form/611fAnY5XhGe5fARf0Kx81sdE5VxXDBQnS4KvFRsVmi

File Edit View Favorites Tools Help X SnagIt

☆ Favorites ☆ Suggested Sites Web Slice Gallery New Folder

Zoho Creator - County Provisional Ballot Report

County Provisional Ballot Report

All requested information can be obtained from the "Provisional Ballot Report Forms" submitted by the local jurisdictions in your county.

County Name *

Date of Election * 31
[MM/dd/yy]

Enter the number of provisional ballots issued in your county which were:

Counted or Tabulated in the Polls on Election Day

of Provisional Ballot Security Envelopes

Of those provisional ballots which were secured in PROVISIONAL BALLOT SECURITY ENVELOPES and delivered to the local clerk's office after the polls closed:

Valid and Counted

Invalid and NOT Counted

Enter the number of voters who completed an Affidavit of Voter Not in Possession of Picture Identification Form:

Not in Possession Forms

County Contact Information:

Name of County Clerk or Authorized Staff Submitting this form *

Title/Position

Submitted Date 31
[MM/dd/yy]

Phone Number

Email Address *

Please click the **Submit** Button below to send this information to the Bureau of Elections. You will receive a confirmation email of your submission.

Submit Reset

Done Internet 100%

On Line County Provisional Ballot Report

http://www.michigan.gov/sos/0,4670,7-127-1633_11976---,00.html

Precinct List Notes

Code	Status	Description
1	CH	AGE
2	CH	BUSINESS ADDRESS
3	CH	CITIZENSHIP
4	CH	ID CARD RETURNED
5	CH	RESIDENCY
6	CH	REGISTERED BY MAIL + NOT 60 YEARS OLD
21	V	CONFIRM ADDRESS
22	V	CORRECT ADDRESS
23	V	DOB
24	V	SIGN REGISTRATION CARD
25	V	CONFIRM CITIZENSHIP
30	V	SURRENDERED LICENSE

Other Abbreviations:

ID	MUST SHOW ID BEFORE VOTING
MVIP	MUST VOTE IN PERSON
av-s	VOTER HAS BEEN SENT AN AV BALLOT
av-r	AV BALLOT HAS BEEN RECEIVED FROM A VOTER

ELECTION DAY CHANGE OF ADDRESS NOTICE (MOVE MADE WITHIN SAME CITY OR TOWNSHIP)

_____, Michigan Date _____
CITY/TOWNSHIP

This is to advise that I have moved from

PREVIOUS STREET ADDRESS WARD/PRECINCT

To _____
CURRENT STREET ADDRESS

and wish to have my voter registration reflect this change.

PRINT NAME DATE OF BIRTH



SIGNATURE OF VOTER

ELECTION INSPECTOR
NOTE TO INSPECTOR: RETURN FORM IN ENVELOPE NO. 3
Michigan Election Resources Form No. 822



AUTHORIZATION TO CANCEL REGISTRATION

DATE OF ELECTION: _____
WARD/PRECINCT

VOTER: PLEASE PRINT INFORMATION REQUESTED BELOW.

PREVIOUS ADDRESS

CITY OR TOWNSHIP

I certify that I was a registered and qualified elector in the above city or township and that I moved to the address below AFTER THE 60TH DAY prior to this election. I further authorize the clerk of the city or township listed above to **cancel my voter registration**. I understand that I **must register to vote with the clerk of the city or township where I now reside**.

CURRENT ADDRESS

CITY OR TOWNSHIP

PRINT NAME DATE OF BIRTH



SIGNATURE OF VOTER INSPECTOR'S INITIALS

NOTE TO INSPECTOR: RETURN FORM IN ENVELOPE NO. 3
Michigan Election Resources Form No. 821



**Michigan Department of State
Bureau of Elections**

Notice to Voters: Voter Identification Requirement in Effect

Every Michigan voter who offers to vote in the polls must comply with the requirement by showing picture identification or signing an affidavit attesting that he or she is not in possession of picture identification. (See MCL 168.523 for voter identification requirement.)

Voters with picture ID: Voters can satisfy the ID requirement by showing a Michigan driver's license or a Michigan personal identification card.

Voters who do not possess either document may show any of the following forms of picture ID as long as it is current:

- Driver's license or personal ID card issued by another state.
- Federal or state government-issued photo ID.
- U.S. passport.
- Military identification card with photo.
- Student identification with photo from a high school or an accredited institution of higher education.
- Tribal identification card with photo.

Voters without picture ID: Michigan election law anticipates that not all voters will have picture ID. Voters who do not have acceptable picture ID or forgot to bring acceptable picture ID to the polls can vote like any other voter by signing an affidavit.

Questions regarding the voter identification requirement can be directed to your local city or township clerk's office.

For more election related information, visit www.michigan.gov/vote

**AFFIDAVIT OF VOTER NOT IN POSSESSION
OF PICTURE IDENTIFICATION**

I, _____ hereby affirm that I reside at
(Print Name)

(Present Street Address)

I further affirm that I am not in possession of a driver's license, a state-issued personal identification card or any other form of picture identification and wish to vote.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE OF VOTER: **X** _____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____,

I certify that the elector named above has completed the above affidavit in my presence.

X _____
Signature of Election Inspector

Return this form in Local Clerk Envelope

Picture Identification in the Polls: Instructions to Election Officials

Revised: June 2013

Background: In 2007, the Michigan Supreme Court ruled that a provision of Michigan election law which requires voters to either present picture identification or sign an affidavit if they do not have picture identification with them is constitutional and enforceable. (See MCL 168.523 for picture identification requirement.) While this requirement was originally enacted by the State Legislature in 1996, the requirement was not implemented until 2007 due to a prior ruling issued through the Attorney General's office. Instructions for the administration of the picture identification requirement are provided below.

1) *What does the 2007 Supreme Court ruling mean for Michigan's election officials and voters?*

Every Michigan voter who offers to vote at the polls must show picture identification or sign an affidavit attesting that he or she is not in possession of picture identification. (A copy of the affidavit form is attached for reference.)

2) *How must the picture identification requirement be administered?*

The election inspector responsible for administering the requirement will ask each voter who completes an Application to Vote to show picture identification. If the voter states that he or she does not have picture identification, the election inspector will give the voter an affidavit to sign attesting that he or she is not in possession of picture identification. A ballot cannot be issued to the voter unless the voter displays picture identification or signs the affidavit.

3) *What type of check is the election inspector required to perform when viewing a voter's picture identification?*

The election inspector will check the photo and name appearing on the identification to verify the voter's identity. As a part of this check, the election inspector will confirm that the name appearing on the picture identification matches the name entered by the voter on the Application to Vote. 2

4) *Does the name appearing on the picture identification have to exactly match the name entered by the voter on the Application to Vote or the manner in which the voter's name appears on the precinct's QVF list?*

No – however, the names must be similar enough to verify the voter's identity. For example, commonly used abbreviated names are acceptable such as Bill for William, Kathy for Kathryn. Initials that are representative of the voter's first name are also acceptable.

5) *What types of picture identification can voters display to satisfy the requirement?*

Voters can satisfy the picture identification requirement by showing a Michigan driver's license or a Michigan personal identification card.

Voters who do not possess either document may show any of the following forms of picture identification as long as they are current:

- Driver's license or personal identification card issued by another state.
- Federal or state government-issued photo identification.
- U.S. passport.
- Military identification card with photo.
- Student identification with photo – from a high school or an accredited institution of higher education.
- Tribal identification card with photo.

6) *What actions should an election inspector take if the photo appearing on the picture identification displayed by a voter does not resemble the voter closely enough to verify the voter's identity?*

As a first step, the election inspector should take into account the age of the photo and any explanations the voter may wish to offer (weight gain or loss, hair style or facial hair alterations, different eyeglass frames, etc.). If such considerations resolve the matter, the election inspector should issue a ballot to the voter. If questions over the voter's identity remain, the election inspector should ask to view any other acceptable forms of picture identification that the voter may have in his or her possession. If the matter cannot be resolved with a second piece of picture identification or if the voter is unable to produce a second piece of picture identification, the election inspector should issue a provisional ballot to the voter and contact the clerk.

When issuing a provisional ballot in such a situation, the election inspector must preserve the provisional ballot as an "envelope" ballot. In addition, the completion of the Four-Step Procedure Form is not necessary. (The completion of the Four-Step Procedure Form is only necessary in instances where a voter's name does not appear on the precinct's QVF list.) 3

7) *Does the identification displayed by the voter have to show the voter's residential address?*

No. A picture identification card that does not show the voter's residential address is acceptable.

8) *What happens if a voter offering to vote states that he or she has picture identification – but did not bring it to the polls?*

Such voters can vote by signing the *Affidavit of Voter Not in Possession of Picture Identification* form. The affidavit can be used by 1) voters who do not have acceptable picture identification and 2) voters who have picture identification – but do not bring it to the polls.

9) *Where can election officials obtain the affidavit form?*

The *Affidavit of Voter Not in Possession of Picture Identification* form can be found on the Bureau of Elections website (www.michigan.gov/elections; under *Information for Election Administrators; Voter Identification Requirements*). A direct link to the form is below:

Affidavit of Voter Not in Possession of Picture Identification

The form is also available through commercial vendors who market election-related forms. The affidavit form is also attached to this document.

An adequate quantity of the forms must be supplied in every precinct supply kit. We recommend that the affidavit be printed on the reverse side of the Application to Vote. Below is a link to a combined *Application to Vote / Affidavit of Voter not in Possession of Picture Identification* form, also available on the Bureau of Elections website:

Application to Vote - Poll List

10) *What happens to the affidavit forms which are completed and submitted by voters?*

The completed affidavit forms must be secured by the precinct board and forwarded to the clerk after the polls close. The clerk must retain the completed affidavit forms for a period of six years.

11) *Are there any other records associated with the picture identification requirement that Michigan election administrators need to create or maintain?*

Yes. City and township clerks must report the number of voters that signed an *Affidavit of Voter Not in Possession of Picture Identification* to the County Clerk within 7 days after the election. Counties must report these totals to the Secretary of State within 14 days after the election. *Provisional Ballot Report* forms now include a column for reporting these totals.

12) *Can a challenger or an election inspector challenge a voter just because he or she does not have picture identification or did not bring it to the polls and signs an affidavit?*

No. A voter cannot be challenged just because he or she is not in possession of picture identification or did not bring picture identification to the polls and signs the affidavit in order to vote. Of course, as is the case with any voter, a voter who is unable to show picture identification can be challenged if a challenger or an election inspector has “good reason to believe” that the person is not qualified to vote in the precinct.

13) *Under what circumstances can a challenge related to the picture identification requirement be issued?*

As a challenger may challenge election procedures that are not being properly performed, a challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown picture identification or signed an affidavit. Also, a challenger may challenge the ballot of a voter if the challenger has “good reason to believe” the person is not properly registered. Consequently, a challenge may be issued if a voter provides picture identification with an address that is different than the address on the precinct’s QVF list.

14) Does the picture identification requirement impact the absentee voting process in any way?

Yes. As a result of legislation enacted in 2012 (PA 523 of 2012), voters who obtain an absent voter ballot in person are also required to comply with the picture identification requirement. If these voters are not in possession of picture ID, they may sign the same *Affidavit of Voter not in Possession of Picture Identification* form that is used in the polls on Election Day. AV ballots from voters that obtain ballots in person, do not provide picture identification and sign the affidavit form **must be processed as a challenged ballot on Election Day.**

15) What actions should a precinct board take if a voter who does not possess picture identification refuses to sign the affidavit form? Would such a voter be eligible to receive a provisional ballot?

A voter not in possession of picture identification who refuses to sign the affidavit form cannot vote and should be referred to the local clerk. This is the same procedure used for voters who refuse to complete an Application to Vote: no ballot is issued. Such a voter would not be eligible for a provisional ballot.

16) What actions should a precinct board take if a voter claims to have picture identification but refuses to show it? Should such a voter be offered the opportunity to sign the affidavit form? Would such a voter be eligible to receive a provisional ballot?

A voter who claims to have picture identification but refuses to show it cannot vote and should be referred to the local clerk. The voter does not have the option of signing the affidavit form as the affidavit is designed for voters not in possession of picture identification. Such a voter would not be eligible for a provisional ballot.

17) Does picture identification have to be requested in an instance where the voter is well known to the election inspector handling the picture identification requirement?

Yes. The consistent application of the picture identification requirement is important to avoid any appearance that the requirement is being selectively enforced. In addition, the law makes no exceptions for such situations.

18) Does a voter well known to the election inspector handling the picture identification requirement have to sign the affidavit if the voter is not in possession of picture identification?

Yes. As noted above, any practice which would make it appear that the picture identification requirement is being selectively enforced must be avoided. Also, the law makes no exceptions for such situations.

19) How does the picture identification requirement impact the federal identification requirement imposed under the Help America Vote Act (HAVA) on new Michigan voters who register to vote by mail?

If a voter subject to the federal identification requirement did not meet the requirement when registering to vote, the voter must present one of the following documents before voting in the first election in which he or she wishes to participate: 1) an acceptable form of picture identification or 2) a paycheck,

government check, utility bill, bank statement or a government document which lists the voter's name and address.

Given the above, three situations could emerge when a voter is subject to the federal identification requirement:

- **Voter displays picture identification:** Satisfies both the federal identification requirement and Michigan's picture identification requirement.
- **Voter displays paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address:** Satisfies the federal identification requirement. Voter must display picture identification to satisfy Michigan's picture identification requirement. If voter does not possess picture identification, he or she must sign the affidavit form developed for voters who do not possess picture identification before voting.
- **Voter does not possess picture identification and is unable to produce a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address:** Voter must sign the *Affidavit of Voter Not in Possession of Picture Identification* form. As the voter is unable to satisfy the federal identification requirement, the voter must be issued a provisional ballot as provided under current procedure. The required provisional balloting notices must be given to the voter with the ballot. After the voter has completed the voting process, the provisional ballot must be secured as an "envelope" ballot. The voter is then extended a 6-day period to satisfy the federal identification requirement. If the voter fails to satisfy the federal identification requirement during the 6-day period, the ballot is not counted.

Photo Identification at Polls
(Voter not subject to additional federal identification requirement)

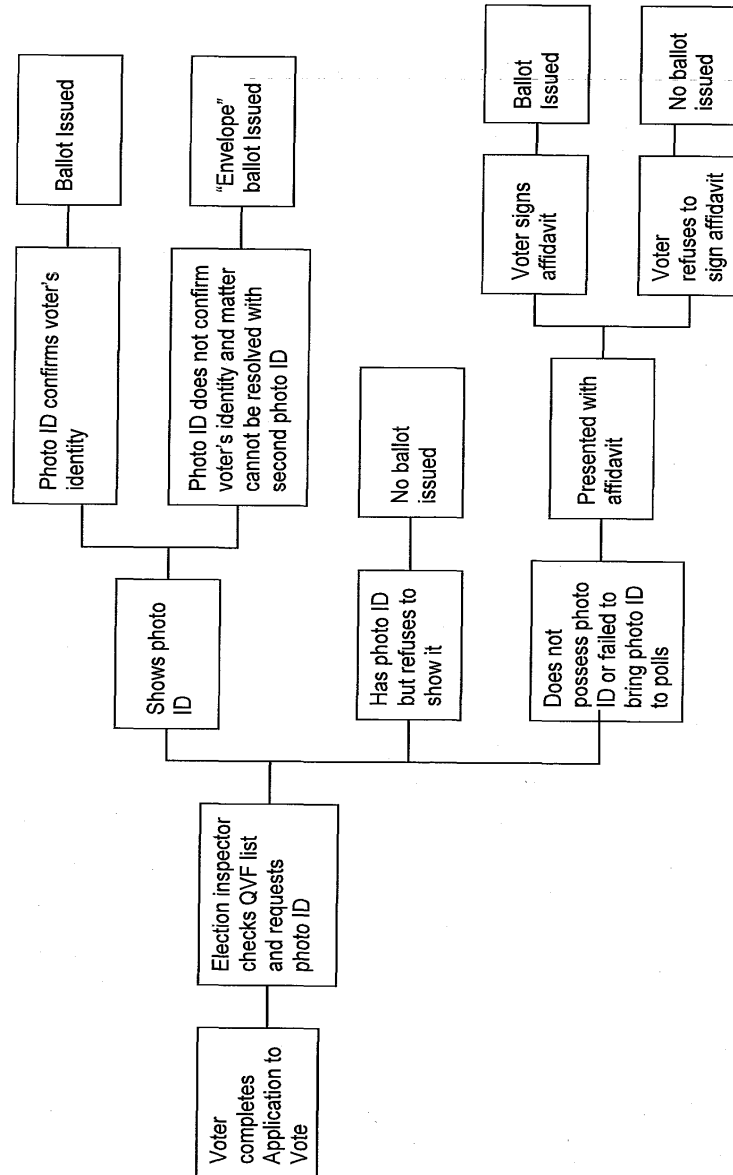
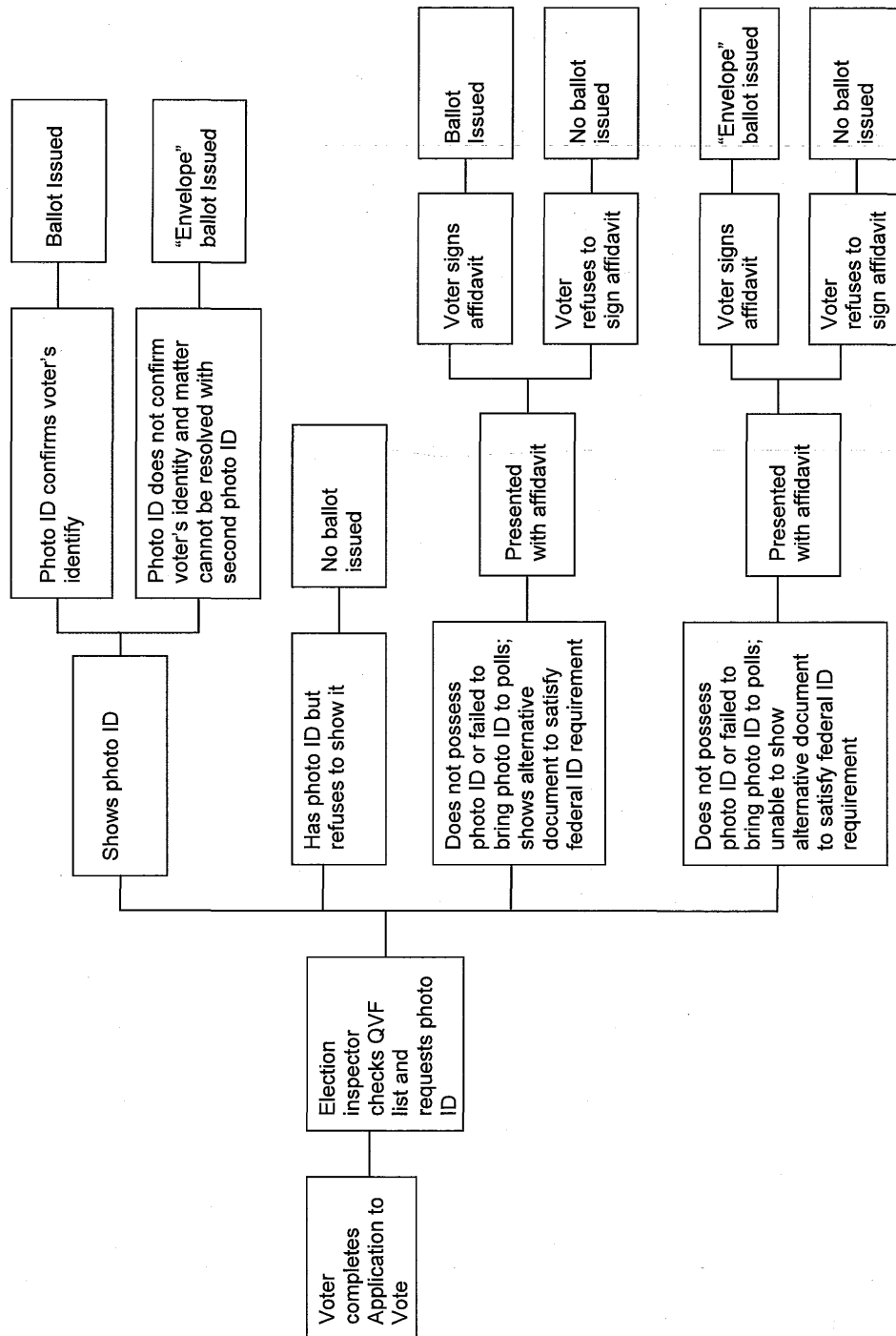


Photo Identification at Polls
(Voter subject to additional federal identification requirement)



ELECTION INSPECTOR APPLICATION

(NAME OF CITY OR TOWNSHIP)

(Must be completed in your own handwriting in ink)

Full Name _____

Date of Birth ____/____/____ Email Address _____

Home Address _____

Phone #'s Home: _____ Work: _____ Cell: _____

Registered in ☐ City or ☐ Township of _____ Pct # _____ Ward # _____

County of _____

Political Party Affiliation (REQUIRED; Other Party must be a recognized state party & may not be Independent):

☐ Republican Party ☐ Democratic Party ☐ Other Party _____

Have you ever been convicted of a felony or election crime? ☐ Yes ☐ No

Education Background (include highest grade completed or degrees held) _____

Employment Background (include current or last place of employment and type or work performed)

Languages other than English that you speak (if any) _____

Please rate your computer experience (data look-up, database processing, internet use specifically):

5 = very experienced, 1 = not experienced

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Past experience as an election inspector, if any (include name of jurisdiction) _____

Do you have transportation? ☐ Yes ☐ No Will you work at any polling place? ☐ Yes ☐ No

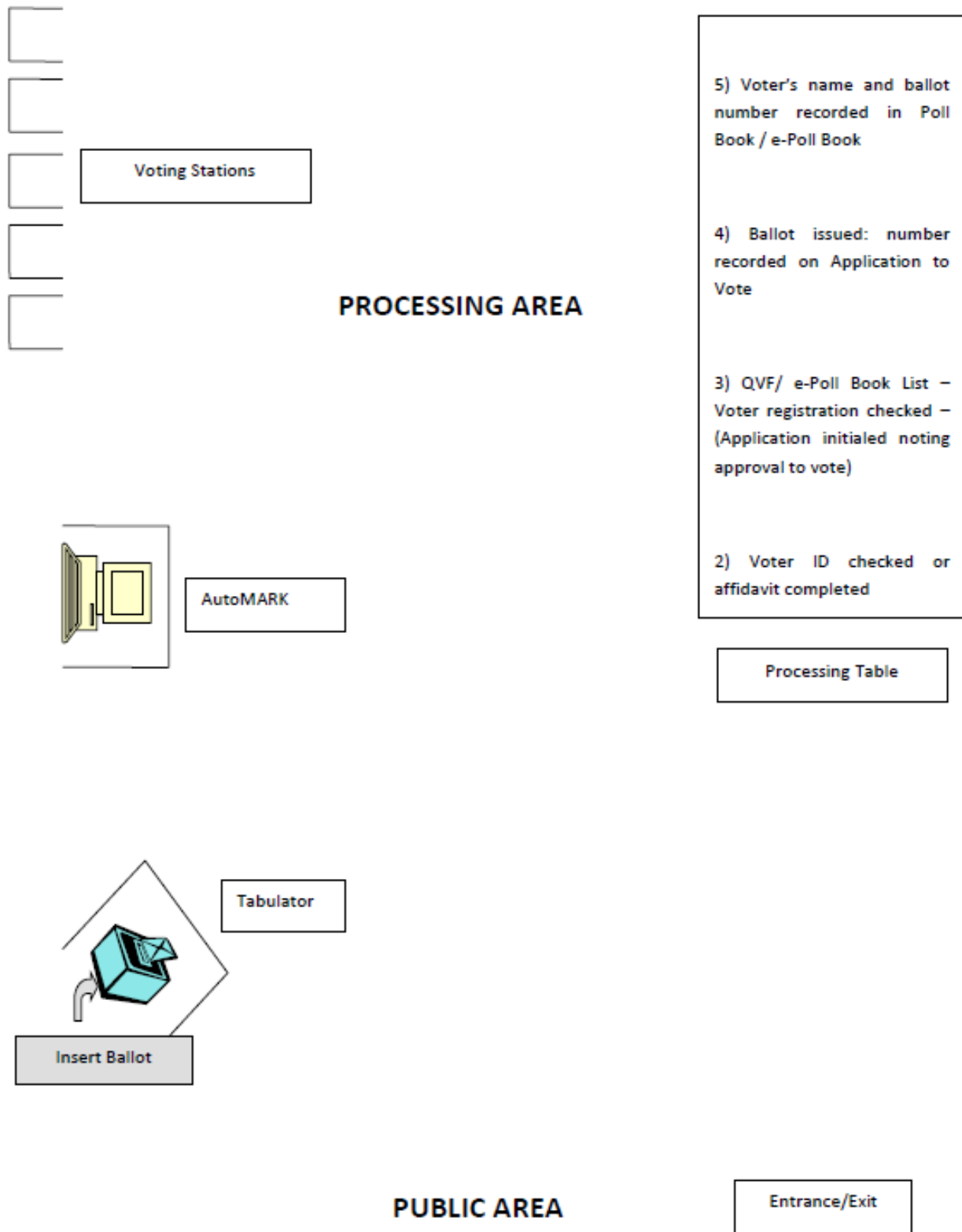
I CERTIFY THAT I am not a member or a known active advocate* of a political party other than the party identified above. I FURTHER CERTIFY THAT the foregoing statements are true to the best of my knowledge and belief.

Signature of Applicant

Date ____/____/____

* A "known active advocate" of another political party is defined to mean a person who 1) is a delegate to the convention or an officer of another party 2) is affiliated with another party through an elected or appointed government position or 3) has made documented public statements specifically supporting by name another political party or its candidates in the same calendar year as the election at which the person will serve as an inspector. "Documented public statements" means statements reported by the news media or written statements with a clear and unambiguous attribution to the applicant.

ANY FALSE STATEMENTS MADE ON THIS APPLICATION WILL DISQUALIFY THE APPLICANT.



Receiving Board Checklist

Jurisdiction _____ Precinct _____ Election Date _____

Required:

- ☐ Confirm the Poll Book and Statement of Votes are not sealed in the ballot container.
- ☐ Confirm the ballot container is sealed properly
- ☐ Confirm the seal number was recorded properly
- ☐ Confirm the number of names listed in the Poll Book equals the number of ballots tabulated on the tabulator tape and recorded on the Statement of Votes

Correction of any of the above items requires the Receiving Board to direct the election inspectors returning the items to make the necessary corrections. Once corrections are made, full documentation of the corrective action must be written in the remarks of the Poll Book, signed by the election inspectors and witnessed by the Receiving Board inspectors.

Other beneficial items to review for a successful Canvass:

Poll Book

- ☐ Clerk's Preparation Certificate completed and signed
- ☐ Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened
- ☐ All inspectors subscribed to the Constitutional Oath of Office
- ☐ Oath administrator signed
- ☐ No lines skipped on the List of Voters
- ☐ All spoiled, affidavit, envelope, challenged, and AV ballots noted
- ☐ Ensure proper recording of write-in votes or a notation of none when applicable
- ☐ Ensure proper recording of challenges
- ☐ Ensure remarks were recorded
- ☐ Certificate of Election Inspectors completed and signed by inspectors present when polls closed
- ☐ Ballot summary is completed and totals are accurate
- ☐ Ballot container seal number is properly recorded

Ballot Container Certificate

- ☐ Dated and signed by two election inspectors of differing party affiliation
- ☐ Seal number properly recorded

Program Container Certificate

- ☐ Dated and signed by two election inspectors of differing party affiliation
- ☐ Seal number properly recorded

Statement of Votes (3 copies required)

- ☐ Totals tape signed by inspectors present when poll closed
- ☐ Text of proposals attached
- ☐ Write-in votes totaled (if necessary)
- ☐ Seal number of ballot container recorded properly
- ☐ Seal number signed by two inspectors of differing party affiliation
- ☐ Signatures of all inspectors present when polls closed

- ☐ After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above.

Republican Receiving Board Inspector

Democratic Receiving Board Inspector

**NOTICE OF LAST DAY OF REGISTRATION
FOR THE ELECTION TO BE HELD ON
TUESDAY, MAY 6, 2008
SAMPLE TOWNSHIP, MICHIGAN**

TO THE QUALIFIED ELECTORS OF SAMPLE TOWNSHIP:

PLEASE TAKE NOTICE that an election will be held in Sample Township on Tuesday, May 6, 2008. The last day to register for the election is Monday, April 7, 2008 by 5:00 p.m. Persons residing in Sample Township registering after the deadline will not be eligible to vote at the election.

Voters may register by mail using a mail-in voter registration form or in person at a Secretary of State Branch Office or the applicant's county, city or township clerk's office.

PLEASE TAKE NOTICE that the Acme School district will be electing two (2) members to their Board of Education for full terms of four (4) years ending 2012.

THE FURTHER PURPOSE of the election is to vote on the following millage proposal as presented and listed below:

ACME PUBLIC SCHOOLS:

ACME PUBLIC SCHOOLS GENERAL OBLIGATION UNLIMITED TAX BOND PROPOSAL FOR
BUILDING AND SITE PURPOSES IN THE AMOUNT OF NOT TO EXCEED \$475,000

Full text of the ballot proposal may be obtained at the administrative offices of Acme Public Schools, 650 Third St., Acme, MI 49123, telephone: 616/555-1222.

COUNTY TREASURER'S STATEMENT – SAMPLE COUNTY

(Insert County Treasurer's Statement if election is required)

PERSONS ENTITLED to be registered voters in Sample Township must possess the following qualifications on or before the day of the election: (1) a citizen of the United States; (2) not less than 18 years of age; (3) a resident of the State of Michigan and Sample Township for not less than 30 days prior to the election (MCL 168.492). In addition, qualified electors must be registered to vote not less than 30 days prior to the election (MCL 168.497).

Registrations will be received at Sample Township Hall located at 123 First St., Sample, MI 49123, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

**Mary Smith
Sample Township Clerk**

Persons with special needs as defined by the Americans with Disabilities Act should contact the clerk's office.

**NOTICE OF ELECTION
SAMPLE TOWNSHIP, MICHIGAN
MAY 6, 2008 ELECTION**

TO THE QUALIFIED ELECTORS OF SAMPLE TOWNSHIP:

NOTICE IS HEREBY GIVEN THAT AN ELECTION WILL BE HELD IN SAMPLE TOWNSHIP ON TUESDAY, MAY 6, 2008. THE POLLS WILL BE OPEN FROM 7:00 A.M. to 8:00 P.M.

PLEASE TAKE NOTICE that the Acme School district will be electing two (2) members to their Board of Education for full terms of four (4) years ending 2012.

THE FURTHER PURPOSE of the election is to vote on the following millage proposal as presented and listed below:

ACME PUBLIC SCHOOLS:

ACME PUBLIC SCHOOLS GENERAL OBLIGATION UNLIMITED TAX BOND PROPOSAL FOR
BUILDING AND SITE PURPOSES IN THE AMOUNT OF NOT TO EXCEED \$475,000

Full text of the ballot proposal may be obtained at the administrative offices of Acme Public Schools, 650 Third St., Acme, MI 49123, telephone: 616/555-1222.

All electors who are registered with the township clerk in which they reside are eligible to vote at this election. To comply with the Help America Vote Act (HAVA), voting instructions will be available on audio tape and in Braille. Arrangements for obtaining the instructions in these alternative formats can be made by contacting the township clerk in advance of the election. All polling locations are accessible for voters with disabilities.

POLLING LOCATIONS

Precinct 1 Township Hall, 123 First. St.
Precinct 2 East Fire Station, 8700 E. Michigan Ave.
Precinct 3 Sunset Elementary School, 203 Holmes Dr.
Precinct 4 Yorkville Community Church, 1152 East Fifth Ave.

COUNTY TREASURER'S STATEMENT – SAMPLE COUNTY

(Insert County Treasurer's Statement if election is required)

Absentee ballots are available for all elections; registered voters may contact the local clerk to obtain an application for an absent voter ballot. You may vote by absentee ballot if you:

- Are unable to attend the polls without assistance;
- Are 60 years of age or older;
- Expect to be absent from your city or township for the entire time the polls are open on election day;
- Are in jail, awaiting arraignment or trial;
- Have been assigned to work as a precinct inspector in a precinct other than where you are registered; or
- Are unable to attend the polls because of religious beliefs.

**Mary Smith
Sample Township Clerk
123 First. St.
Sample, MI 49123
(616) 555-1222**

DOCUMENT RETENTION SCHEDULE

The following lists the length of time election records and materials must be retained. It merits note that the retention schedules are separated into two categories: Election Administration, County Records, and City/Township/Village Records.

Election Administration

<i>Item #</i>	<i>Item</i>	<i>Retention Period</i>
100	Bureau of Elections Correspondence	Creation date + 2 years
101	Transitory Correspondence	30 days after receipt
102	Post Election Reports	Day after November General Election + 2 years
103	Certification	While serving as an election official

County Records

<i>Item #</i>	<i>Item</i>	<i>Retention Period</i>
200	Affidavits of Candidacy	Until the election is held + 2 years
201	Affidavits of Constitutional Qualification	Until the election is held + 2 years
202	Affidavits of Identity	Until the election is held + 2 years
203A	Applications to Vote	Until the election is held + 6 years
203B	Applications to Vote – Gubernatorial Elections	Until the election is held + 6 years
204	Apportionment	From the first election that the plan was in effect + 11 years

205	Ballots (Select School District Elections)	<p>Until 30 days after the canvass of the election is completed, or</p> <ul style="list-style-type: none"> • until a recount is completed, • until a court order or a Secretary of State order to suspend destruction is lifted, or • until an investigation into defective ballots or voting equipment is completed
206	Board of County Canvassers Meeting Materials	Permanent
207A	Campaign Finance Statements of Organization – Committees Receiving Less Than \$50,000	Until the official date of dissolution + 5 years
207B	Campaign Finance Statements of Organization – Committees Receiving More Than \$50,000	Until the official date of dissolution + 15 years
208A	Campaign Finance Reporting – Committees Receiving Less Than \$50,000	Creation Date + 5 years
208B	Campaign Finance Reporting – Committees Receiving More Than \$50,000	Creation Date + 15 years
209	Candidate Filing Fee Refunds	Until Audit
210	Candidate Listing	Until the election is held + 2 years
211	Certificates of Acceptance	Until the term of office expires
212	County Election Commission Meeting Materials	Permanent

213	County Election Results	Permanent
214	Declaration of Intent	Until the election is held + 2 years
215	Election Challengers	Until the election is held + 2 years

216	Election Inspector Certificates	Creation date + 2 years
217	Election Inspector Training	Retain the most current training materials (older materials may be kept for reference purposes)
218	Election Notices	Until canvass of the election is completed + 2 years
219	Electronic Voting Systems	30 days following the canvass and certification of the election
220	Nominating and Qualifying Petitions	Until January 1 following the election
221	Nominating Petition Record	Until petitions are disposed of + 2 years
222	Oaths of Office – Election Officials	Until canvass of the election is completed + 2 years
223	Poll Books	Until canvass of the election is completed + 2 years
224	Precinct Delegates	Until the election is held + 2 years
225	Precinct Tabulation Data	Until the election is held + 2 years
226A	Preliminary Accuracy Testing – Federal Offices	Until the election is held + 2 years
226B	Preliminary Accuracy Testing – State and Local Offices	Until the election is held + 30 days
227A	Proof Ballots – State and Local Offices	Until the election is held + 30 days

227B	Proof Ballots – Federal Offices	Until the election is held + 22 months
228	Proposal Petitions	Until canvass of the election is completed + 2 years
229	Recalls	Creation date + 2 years
230	Recounts	Until the recount is completed + 2 years
231A	Sample Ballots – State and Local Offices	Until the election is held + 30 days
231B	Sample Ballots – Federal Offices	Until the election is held + 22 months
232	School Election Coordinating Committee	Expiration + 6 years

233	Statement of Vote	Until the election is held + 2 years
234	Tally Sheets/Books	Until the election is held + 2 years
235	Tie votes	Until the tie vote is broken + 2 years
236	Voting Equipment Acquisition	Life of equipment + 6 years

City, Township and Village Records

<i>Item #</i>	<i>Item</i>	<i>Retention Period</i>
300	Absentee Ballot Envelopes	Until the election is held + 2 years
301	Absentee Voter List	Until the election is held + 2 years
302	Application for Absentee Ballot	Until the election is held + 6 years
303A	Applications to Vote	Until the election is held + 6 years
303B	Applications to Vote – Gubernatorial Elections	Until the election is held + 6 years
304	Affidavits of Identity	Until the election is held + 2 years
305	Affidavit of Voter Unable to Meet Photo ID Requirement	Until the election is held + 6 years

306	Ballots – Federal Offices	Until canvass of the election is completed + 22 months
307	Ballots – State and Local Offices (Note: This series also applies to <u>unused ballots</u> for federal, state and local offices)	Until 30 days after the canvass of the election is completed, or <ul style="list-style-type: none"> • until a recount is completed, • until a court order or a Secretary of State order to suspend destruction is lifted, or • until an investigation into defective ballots or voting equipment is completed
308	Candidate Listing	Until the election is held + 2 years

309	Declaration of Intent	Until January 1 following the election
310	Election Notices	Until canvass of the election is completed + 2 years
311	Election Inspector Applications	While the person is eligible for appointment as an inspector
312	Election Inspector Certificates	Creation date + 2 years
313	Election Inspector Training	Retain the most current training materials (older materials may be kept for reference purposes)
314	Electronic Voting Systems	Until 30 days after the canvass of the election is completed, or <ul style="list-style-type: none"> • until a recount is completed, • until a court order or a Secretary of State order to suspend destruction is lifted, or • until an investigation into defective ballots or voting equipment is completed

315	Federal Post Card Application	Creation date + 6 years
316	Local Election Commission Meeting Materials	Permanent
317	Local Election Results	Permanent
318	Nominating and Qualifying Petitions	Until January 1 following the election
319	Nominating Petition Record	Until petitions are disposed of + 2 years
320	Oaths of Office – Election Officials	Until the election is held + 2 years
321	Precinct Maps	Only retain current precinct maps (Any outdated maps should be sent to Archives of Michigan for permanent preservation)
322A	Preliminary Accuracy Testing – Federal Offices	Until the election is held + 2 years

322B	Preliminary Accuracy Testing – State and Local Offices	Until the election is held + 30 days
323	Proposal Petitions	Until canvass of the election is completed + 2 years
324	QVF Precinct Lists	Until the election is held + 2 years
325	School Election Coordinating Committee	Expiration + 6 years
326	Statement of Vote	Until the election is held + 2 years
327	Tally Sheets/Books	Until the election is held + 2 years
328	Tie votes	Until the tie vote is broken + 2 years
329	Voter Identification Cards – Returned	Until the voter's registration is cancelled

330	Voter Registration Applications	Until the master card is generated
331	Voter Registration Master Cards – Originals	Until cancelled + 5 years
332	Voter Registration Master Cards – Duplicates	Until cancelled + 2 years
333	Voter Registration Cards – Voided	Creation date + 2 years
334	Voter Registration Cards – Change of Address	Until the official voter registration record is updated
335	Voting Equipment Acquisition	Life of the equipment + 6 years

ITEM # TITLE AND DESCRIPTION

Administration

100

Bureau of Elections Correspondence

This correspondence is received from the Bureau of Elections and pertains to policy or housekeeping issues. This correspondence may exist in a variety of formats, including memos, letters, notes, and electronic mail messages. This does not include the Election

News and the News You Can Use newsletters that are published and retained by the Bureau.

101 Transitory Correspondence

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received.

Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.

102 Post Election Reports

The Secretary of State is required to submit a post election report to the Elections Assistance Commission detailing the State of Michigan's compliance with the National Voting Rights Act and the Help America Vote Act. Clerks are required to create and maintain data on an ongoing basis that is compiled for this report.

103 Certification

The Bureau of Elections provides training to election officials. Officials take a self-administered accreditation exam, and receive a certificate upon successful completion of the exam.

County Records

200 Affidavits of Candidacy

These are filed by incumbent judges seeking ballot access for re-election.

201 Affidavits of Constitutional Qualification

These forms are filed by candidates for judicial positions.

202 Affidavits of Identity

These forms are filed by all candidates for elected office, including precinct delegates.

203A Applications to Vote

These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the

identity of the voter. County clerks only maintain these records for select elections. MCL 168.811

203B Applications to Vote - Gubernatorial Elections

These forms are completed and signed by voters at the polls during elections that include a gubernatorial race. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. They may be needed if the jurisdiction needs to identify the number of signatures that are needed to support a recall petition.

204 Apportionment

These records document the re-apportionment of the Board of Commissioner district boundaries after a census is completed. These files may include correspondence, litigation materials, minutes of apportionment commission meetings, maps, district descriptions, demographic information, etc.

205 Ballots (Select School District Elections)

These records document votes in select school district elections and special elections that are administered by the county clerk per an agreement. They include ballots, counted absentee ballots, provisional ballots, challenged ballots, unused ballots, spoiled ballots, and ballots rejected for exposure, ballot containers containing optical scan ballots, etc.

206 Board of County Canvassers Meeting Materials

These files include agendas, minutes, and supporting documentation (such as transcripts, correspondence, certificates of election, challenges) that were reviewed by the board during its meetings.

207A Campaign Finance Statements of Organization—Committees Receiving Less Than \$50,000

These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle.

207B Campaign Finance Statements of Organization—Committees Receiving More Than \$50,000

These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle.

- 208A Campaign Finance Reporting--Committees Receiving Less Than \$50,000**
These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.
- 208B Campaign Finance Reporting--Committees Receiving More Than \$50,000**
These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.
- 209 Candidate Filing Fee Refunds**
After the primary is held some candidates are eligible for a refund of their filing fee.
- 210 Candidate Listing**
This register is used to log when a candidate files an Affidavit of Identity.
- 211 Certificates of Acceptance**
After a person is elected to a school board they have to file a certificate of acceptance with the school district. A copy is sent to the county clerk (MCL 168.309).
- 212 County Election Commission Meeting Materials**
These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.
- 213 County Election Results**
These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.
- 214 Declaration of Intent**
These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.
- 215 Election Challengers**
An organization or group that intends to appoint election challengers must submit a notarized statement to the clerk of the jurisdiction that states the reason why the right to make the appointments is claimed. These records will include the statement, a copy of

the identification card to be used by the challengers, and the approval or denial (and possibly appeal documents).

216 Election Inspector Certificates

Election inspectors must attend training every two years. These certificates document who attended training.

217 Election Inspector Training

These records include materials developed by the Bureau of Elections and the county clerk to train election inspectors.

218 Election Notices

Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper.

219 Electronic Voting Systems

These systems are used to conduct select school district elections and special elections that are administered by the county clerk per an agreement. They include voting devices, ballot containers, optical scan ballots, etc.

220 Nominating and Qualifying Petitions

All candidates (both partisan and non-partisan) for countywide offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period.

221 Nominating Petition Record

This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.

222 Oaths of Office—Election Officials

This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as Election Inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy.

- 223 Poll Books**
These books identify which registered voters participated in an election. They identify which voters were issued provisional ballots and which voters were challenged. This record includes Absent Voter Poll Books that identify which absent voters were mailed ballots. These books are received from cities and townships for maintenance by the county clerk. MCL 168.811
- 224 Precinct Delegates**
These records document the certification of election results for precinct delegates and notification to political parties. They may include tally sheets, certificates of election, lists, etc.
- 225 Precinct Tabulation Data**
This data documents the programming (burning) of removable data storage devices for precinct tabulators. It will include definitions, vote totals, an audit of voting activity. The data may be transferred to other storage media for retention.
- 226A Preliminary Accuracy Testing**
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc.
- 226B Preliminary Accuracy Testing (State and Local Offices)**
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc.
- 227A Proof Ballots (State and Local Offices)**
Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence.
- 227B Proof Ballots (Federal Offices)**
Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence.
- 228 Proposal Petitions**

Groups or individuals wishing to place a question on the countywide ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.

229 Recalls

Voters may initiate a recall of elective officers in the state. These records will contain petition language submissions, clarity review documents, public meeting notices, signed petitions, signature challenges, petition review notices, correspondence, etc.

230 Recounts

These records document the administration of election recounts. They may include tally sheets, application forms, financial documents, petitions, counter petitions, objections, sign-in sheets, correspondence, and personnel records for the workers, etc.

231A Sample Ballots (State and Local Offices)

These ballots are produced and marked “sample” for posting for public information.

231B Sample Ballots (Federal Offices)

These ballots are produced and marked “sample” for posting for public information.

232 School Election Coordinating Committee

The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.

233 Statement of Vote

These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811

234 Tally Sheets/Books

These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811

235 Tie Votes

These records document that proper procedures were followed when breaking a tie vote. These records include notices, sign-in sheets, and the name slips, etc.

236 Voting Equipment Acquisition

These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc.

City, Township and Village Records

300 Absentee Ballot Envelopes

These envelopes were used to transmit absentee ballots. Envelopes containing valid ballots will be opened and emptied so the ballot can be counted (see items #304-305). Invalid/rejected ballots remain inside the envelope, and the envelope may remain sealed. In this case, the ballot is not counted. MCL 168.811

301 Absentee Voter List

This list identifies which voters in each precinct were mailed absentee ballots. It contains the name of the voter, address where the ballot was mailed, date the application was received, date the ballot was mailed, date the ballot was received, etc. This record includes the absentee ballots information posting. The list may be part of the poll book. MCL 168.811

302 Application for Absentee Ballot

These applications are submitted by voters wishing to receive an absentee ballot for upcoming primary and/or general elections. These records also include “emergency” absentee ballot requests. MCL 168.811

303A Applications to Vote

These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. MCL 168.811

303B Applications to Vote—Gubernatorial Elections ACT

These forms are completed and signed by voters at the polls during elections that include a gubernatorial race. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. They will be used if the jurisdiction needs to identify the number of signatures that are needed to support a recall petition.

304 Affidavits of Identity

These forms are filed by all candidates for elected office, including precinct delegates.
ACT = until the election is held.

- 305 Affidavit of Voter Unable to Meet Photo ID Requirements**
This form is signed by voters who do not possess photo identification when attending the polls.
- 306 Ballots (Federal Offices)**
These records document votes in elections where the office of U.S. President, U.S. Senate, or Representative in Congress appears on the ballot (including proof ballots, sample ballots, uncounted ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include optical scan ballots and the programs used to tabulate them, and Federal Write-In Absentee Ballots. Optical scan ballots shall be stored in sealed ballot bags in a secure place during this retention period, after the retention requirements specified under Michigan law have been met (see item #305 and 311).
- 307 Ballots (State and Local Offices)**
These records document votes in elections for state and local offices, some school district elections, and special elections in which candidates for federal offices did not appear on the ballot (including proof ballots, sample ballots, uncounted ballots, unused ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include voting devices/tabulators, ballot containers containing optical scan ballots, programs, edit listings, etc. **Note: this series also applies to unused ballots for federal, state and local offices.**
- 308 Candidate Listing**
This register is used to log when a candidate files an Affidavit of Identity.
- 309 Declaration of Intent**
These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.
- 310 Election Notices**

Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper.

311 Election Inspector Applications

These applications are submitted by people who are interested in serving as election inspectors. Inspectors are appointed by the local election commission.

312 Election Inspector Certificates

Election inspectors must attend training every two years. These certificates document who attended training.

313 Election Inspector Training

These records may include materials developed by the Bureau of Elections, the county clerk and the local clerk to train election inspectors.

314 Electronic Voting Systems

These records document elections for state and local offices, some school district elections, and special elections. They include voting devices, ballot containers, optical scan ballots, programs, edit lists, etc.

315 Federal Post Card Application

These voter registration/absent voter ballot applications are produced and distributed by the federal government to permit eligible individuals to vote while outside of the country.

316 Local Election Commission Meeting Materials

These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.

317 Local Election Results

These records (also known as the “canvass of votes”) document the final outcome of elections, as determined by the Board of County Canvassers.

318 Nominating and Qualifying Petitions

All candidates (both partisan and non-partisan) for local offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office’s jurisdiction stating that they want to have the candidate’s name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period.

319 Nominating Petition Record

This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.

320 Oaths of Office—Election Officials

This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as election inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. These oaths may be part of the poll book.

321 Precinct Maps

These maps define the boundaries of precincts within a jurisdiction. Superseded maps should be sent to the Archives of Michigan for permanent preservation.

322A Preliminary Accuracy Testing (Federal Offices)

These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc.

322B Preliminary Accuracy Testing (State and Local Offices)

These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc.

323 Proposal Petitions

Groups or individuals wishing to place a question on the local ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.

324 QVF Precinct Lists

These lists are generated from the Qualified Voter File to identify who is registered to vote at each precinct within the jurisdiction. MCL 168.811

- 325 School Election Coordinating Committee**
The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.
- 326 Statement of Vote**
These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811
- 327 Tally Sheets/Books**
These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811
- 328 Tie Votes**
These records document that proper procedures were followed when breaking a tie vote.
- 329 Voter Identification Cards—Returned**
These voter identification cards were returned by the post office as undeliverable.
- 330 Voter Registration Applications**
Applications to become a registered voter are received in a variety of ways. The information from the application is entered into QVF and a master card is generated.
- 331 Voter Registration Master Cards—Originals**
These cards identify who is registered to vote in elections. The signatures on the cards are used to verify the identity of the voter. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.
- 332 Voter Registration Master Cards—Duplicates**
These cards identify who is registered to vote in elections. Per MCL 168.514, if the original card is reproduced in accordance with the Records Reproduction Act (MCL 24.401-24.406), the original becomes the duplicate record, and the reproduction becomes the original.
- 333 Voter Registration Cards—Voided**

Clerks will void a voter registration application if the application's deficiency cannot be resolved. A notice of rejection is sent to the applicant. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.

334 Voter Registration Cards--Change of Address

Clerks may receive written notice signed by the voter that he/she has changed addresses. The address change may need to be communicated to a village clerk. These records also include Election Day Change of Address Notices, and Address Confirmation Notices.

335 Voting Equipment Acquisition

These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc.